DOCUMENT RESUME

ED 296 730 IR 052 394

TITLE Subject Bibliographies and Research Guides. 1985-1987.
INSTITUTION San Francisco State Univ., CA. J. Paul Leonard Library.
PUB DATE 87
NOTE 218p.; For library services and additional subject research guides, see ED 295 683-684. Some pages on colored paper may not reproduce well.
PUB TYPE Guides - Classroom Use - Materials (For Learner) (051) -- Reference Materials - Bibliographies (131)

EDRS PRICE MF01/PC09 Plus Postage.
DESCRIPTORS *Abstracts; Annotated Bibliographies; College Libraries; *Indexes; Library Instruction; *Reference Materials; *Research Tools; Statistical Data
IDENTIFIERS Pathfinders; *San Francisco State University CA

ABSTRACT

The 35 pathfinders in this collection provide selected information about information sources at the J. Paul Leonard Library for the following subjects: Biography; Book Reviews; Broadcasting; Business; Chemistry; Cinema; Computer Science; Corporations, Stocks and Industries; Costume and Fashion; Current Events and News Sources; Economic Censuses of the United States; Education Research; Engineering Research; Ethnic Studies; Foreign Country Information; Foreign Country Statistics; Foreign Trade Statistics; Geological Sources; Grants; Health Information Sources; History; International Marketing; Law--Checklist of Federal, State, and Local Sources; Legal Research Sources; Legislation--Tracing U.S. and California Bills; Marketing Research; Occupational Information; Physical Education/Recreation; Political Science/Public Administration; Psychology/Sociology/Social Work; Scholarships, Fellowships, and Loans; Tests and Measurements; United Nations Publications; United States Census and Population of Housing; and Women's Studies. Arranged in alphabetical order by title, the pathfinders include such information as card catalog subject headings; general reference sources; indexes and abstracts; encyclopedias and dictionaries; guides, handbooks, and directories; and computerized searching. Separate lists of guides available in selected subject areas are included. (EW)

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Office of Educational Research and Improvement
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# SUBJECT BIBLIOGRAPHIES & RESEARCH GUIDES

1985-1987

San Francisco State University Library

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# BIOGRAPHY

BIBLIOGRAPHIES & RESEARCH GUIDES: #21 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

The following bibliography is a selective guide to information sources in the J. Paul Leonard Library.

## HOW TO BEGIN YOUR SEARCH FOR A BIOGRAPHY

Begin by answering the questions listed below about the person. Use the resources suggested or try a general encyclopedia, such as *Encyclopedia Britannica* (located facing the Reference Desk, 1st floor), to obtain the basic details such as birthdates and nationality. Then consult the other appropriate sources discussed in this bibliography. In addition to general encyclopedias, subject encyclopedias are also available, e.g., *International Encyclopedia of the Social Sciences* (Ref H 40 A2 I5) or *Encyclopedia of World Art* (Ref N 31 E553).

1. Is he/she still living?

   If he is an author, look for his books in the AUTHOR/TITLE Catalog. Use the SUBJECT Catalog to locate books written about him. Dates of birth and death normally follow the name on the first line of the catalog card. If there are no dates given, assume that the person is still living. The publication date of his books can also indicate whether the person is likely to be still alive.

2. What is his/her nationality?

   Is the person American or foreign? For an author, the place where his books were published often indicates nationality. Place of publication is listed on the title page of the book as well as on the catalog card.

3. What is his/her occupation?

   Is the individual best known, for example, as a novelist? As a statesman? As a scientist? For many professions there are specialized biographical dictionaries available. The subject of an author's works often indicates profession.

## CARD CATALOG SUBJECT HEADINGS/SUBDIVISIONS

1. For books written about a person, consult the SUBJECT Catalog for the person's last name: Examples:

   King, Billie Jean
   Shakespeare, William

2. For biographical material concerning a subject field or a geographical area or a type of person, consult the SUBJECT Catalog under the field, place, occupation or group affiliation with the sub-heading (subdivision) —BIOGRAPHY or —DICTIONARIES. Examples:

   | | |
   |---|---|
   | Artists—Dictionaries | Music—Biography |
   | Mexico—Biography | Musicians—Dictionaries |
   | Mexican Americans—Biography | San Francisco—Biography |
   | Moving Pictures—Biography | Scientists—Dictionaries |

3. For general biographical books, consult the SUBJECT Catalog under the heading, BIOGRAPHY. This heading may be divided by type of book or by historical period, for example:

   Biography—Dictionaries
   Biography—20th Century

## INDEXES TO BIOGRAPHICAL DICTIONARIES

The following indexes, located at the Reference Desk (unless otherwise noted), are often a good starting point for locating an entry in a biographical dictionary. They are arranged alphabetically by biographees' last names with codes indicating the biographical dictionary in which the person appears. Codes are explained on the inside front cover.

Z
5301
A82
1986
Ref Stacks

ARBA Guide to Biographical Dictionaries. Littleton, CO: Libraries UnLtd., 1986.

Ref
Z
5304
A8
A88

Author Biographies Master Index. 2nd ed. Detroit: Gale Research, 1984. 2 vol.
Includes world authors both living and deceased.

Ref
Z
5301
B49
Ref Stacks

Biography Almanac. Detroit: Gale, 1983. 2 vol.
As well as indexing biographical dictionaries it provides brief biographical information. Historical and contemporary figures.

Ref
Z
5305
U5
B57

Biography and Genealogy Master Index. 2nd ed. Detroit: Gale Research, 1980. 8 vols. Suppls. 1981-2, 1983, etc.
Indexes over 350 current and retrospective biographical dictionaries. Emphasis on the United States.

Ref
Z
5305
U5
H57

Historical Biographical Dictionaries Master Index.
Detroit: Gale Research, 1986.
Emphasis is on deceased persons prominent in the U.S.

Ref
Z
6940
J58

Journalist Biographies Master Index. Detroit: Gale Research, 1979.
World journalists living and deceased.

Ref
CT
104
M35x

Marquis Who's Who: Index to Who's Who Books.
Chicago: Marquis, annual.
260,000 entries for persons both living and dead.

Ref
PN
1583
M37
1981

Performing Arts Biography Master Index. 2nd ed. Detroit: Gale Research, 1981.
Includes theatre, film, television, music, dance, etc.

INDEXES TO BIOGRAPHICAL DICTIONARIES (Cont'd)

Ref
Z
5304
A8
T83

Twentieth Century Author Biographies Master Index. Detroit: Gale Research, 1984. Index to over 170,000 biographies of authors, poets, journalists, and other literary figures.

BIBLIOGRAPHIES OF BIOGRAPHICAL BOOKS

Ref
Z
5301
B68
Ref
Desk

Biographical Books, 1950-1980. New York: Bowker, 1980. A listing of all books published of a biographical nature (biographies of individuals, collective biographies, biographical dictionaries, etc.) in the United States for the dates indicated. Contains name/subject index, as well as vocation, author, and title indexes. A companion volume published in 1983 covers the period 1876-1949 (Z 5301 B48 Ref Stacks).

Ref
Z
5301
S55
Ref
Stacks

Slocum, Robert B. Biographical Dictionaries and Related Works. Detroit: Gale Research, 1967. Supplements: 1972, 1978. Bibliography of biographical dictionaries arranged by occupation and by geographical area.

INDEXES TO ARTICLES AND OTHER BIOGRAPHICAL WRITINGS

Index
Table

Biography Index, 1947- Quarterly with cumulations every 2 or 3 years. Index to biographical articles in books and in periodicals. Gives dates of birth and death, profession and nationality (if other than American). There is also an index by profession or occupation.

Index
Table

Current Biography. New York: H.W. Wilson, 1940- Monthly, with annual volumes. Includes newsworthy contemporary figures in all fields. Articles include a portrait and a bibliography. Index by profession and a necrology. Annuals have a cumulated index of names for the previous 10 years.

Ref
Z
7963
B6
I73
Ref Desk

Ireland, Norma Olin. Index to Women of the World from Ancient to Modern Times: Biographies and Portraits. Westwood, MA: Faxon, 1970. References to biographical sketches of over 13,000 women in collective biographies and series. Includes indication of portraits.

INDEXES TO ARTICLES AND OTHER BIOGRAPHICAL WRITINGS, (Cont'd)

Ref Z 1361 N39 S655 1980 Ref Stacks
Spradling, Mary Mace. In Black and White: A Guide to Magazine Articles and Books Concerning More Than 15,000 Black Individuals and Groups. 3rd. ed. Detroit: Gale, 1980. 2 vol. w/suppl.
Includes references to books, newspapers and magazines.

Ref CT 120 G7 Ref Stacks
New York Times. Great Lives of the Century as Reported by the New York Times. New York: Times Books, 1977.
Clippings form the New York Times. See also New York Times Obituaries Index, 1858-1968 (Ref CT 213 N47) and Obituaries from the Times (London), 1951-75 (Ref CT 120 O15 and O16) and Obituaries on File, 1940-78 (Ref CT 120 L43).

Index Table
New York Times Personal Name Index, 1851-1974; 1975-1984.

BIOGRAPHICAL DICTIONARIES

The following are general biographical dictionaries for contemporary and historical figures. All are located in the Reference Stacks, unless otherwise noted.

Ref E 176 D56
Dictionary of American Biography. New York: Charles Scribner's Sons, 1928-44. 22 vols. 6 supplements through 1960.
The major American biographical dictionary. Lengthy signed articles. A condensation is available: Concise Dictionary of American Biography (Ref E 176 D564).

Ref DA 28 D47
Dictionary of National Biography. Ed. By Leslie Stephen and Sidney Lee. London: Oxford University Press, 1922. 21 vol. Supplements: 1901-11, 1912-21, 1922-30, 1931-40, 1941-50, 1951-60, 1961-1970.
The major British biographical dictionary. Contains lengthy articles on notable British and colonial figures from early history to the time of publication. For a condensation to 1970, see Concise Dictionary of National Biography (Ref DA 28 D55 1930 and DA 28 D56 1982x).

Ref CT 120 I5
International Who's Who. London: Europa Publications, 1935- . Annual.
Brief sketches of important contemporary people.

BIOGRAPHICAL DICTIONARIES (Cont'd)

Ref
CT
103
M27
1973

The McGraw-Hill Encyclopedia of World Biography. New York: McGraw-Hill, 1972. 12 vol.
Includes living and deceased individuals. Organized as a chronological survey of subject fields.

Ref
E
176
N28
&
N2812

The National Cyclopedia of American Biography. Clifton, NJ: James T. White & Co., 1888- . 63 vol. Supplement, 12 vol.
Provides detailed articles on noteworthy Americans in all fields, national and local figures. Two Series: Permanent Series (deceased persons) and Current Series (living persons). Index volume includes names of all subjects and extensive topical entries.

Ref
CT
3260
N57

Notable American Women: 1607-1950: A Biographical Dictionary. Cambridge, MA: Belknap Press of the Harvard University Press, 1971. 3 vol.
Includes lengthy biographical articles. Supplemented by: Notable American Women: The Modern Period (Ref CT 3260 N573).

Ref
CT
103
W4
Ref Desk

Webster's New Biographical Dictionary. Springfield, MA: Merriam Webster, 1983.
Historical and contemporary figures of the world.

Ref
DA
28
W65

Who Was Who. London: A & C. Black, Ltd., 1920-1961. 5 vol.
Companion volumes to Who's Who. Contains biographies of persons in Who's Who who have died, 1897-1960.

Ref
E
663
W54

Who Was Who in America, 1897- . Chicago: Marquis Who's Who, 1942-85. 8 vol.
Provides biographies of those in Who's Who in America who have died. A companion volume is Who Was Who in America: Historical Volume, 1607-1896.

Ref
DA
28
W6

Who's Who. London: A. & C. Black, Ltd., 1849- . Annual.
Persons notable in all fields. Covers Great Britain and the Commonwealth countries.

Ref
E
176
W642
Ref Desk

Who's Who in America. Chicago: Marquis Who's Who, 1899- . Biennial.
Includes notable persons in all fields who are prominent in America. See also Who's Who in the East, West, South and Midwest (Ref Stacks, various call numbers).

BIOGRAPHICAL DICTIONARIES (Cont'd)

Ref
E
176
W647

Who's Who of American Women. Chicago: Marquis Who's Who, 1958- . Biennial.
Includes all women in Who's Who in America and other prominent women.

Ref
CT
120
W5

Who's Who in the World. Chicago: Marquis Who's Who, 1971/72- . Biennial.
Covers all the world and all fields, empnasis on figures in the contemporary scene.

BIOGRAPHICAL DICTIONARIES ** AUTHORS

Ref
PN
771
C66

Contemporary Authors. Detroit: Gale Research, 1962- .
Biographical sketches of authors from many fields -- humanities, social sciences and science -- and from many countries.

BIOGRAPHICAL DICTIONARIES ** MUSIC

Ref
ML
105
B16

Baker's Biographical Dictionary of Musicians. By Theodore Baker, revised by Nicolas Slonimsky. New York: Schirmer, 1984.
Comprehensive dictionary of world musicians and composers, with bibliographies of works by and about them.

BIOGRAPHICAL DICTIONARIES ** POLITICS

Gov.
Pubs.
& Ref Desk

Biographical Directory of the American Congress, 1774-1971. Washington, D.C. GPO, 1971.
Short biographies of members of Congress and Cabinet members.

BIOGRAPHICAL DICTIONARIES ** SCIENCE

Ref
Stacks

American Men and Women of Science. New York: R.R. Bowker, irregular.
Physical and Biological Sciences (Q 141 A47 1986), Social and Behavioral Sciences (H 57 A5x 1978). A multi-volume work with entries for teachers and scientists with discipline and geographic indexes.

Ref
Q
141
D5

Dictionary of Scientific Biography. New York: Charles Scribner's Sons, 1970-1980. 16 vols.
Lengthy biographies of famous world scientists who are no longer living. Includes an index of over 75,000 topics.

# BOOK REVIEWS



The following bibliography is a selective guide to information sources in the J. Paul Leonard Library.

To locate a review of a particular book you will need to know:

1. The Author's full name
2. The exact Title
3. The original Date of publication (when more than one date is give, use the earliest)

This information is generally found on the title page and the verso of the title page of the book. If you do not have the book with you, look in the Author/Title Catalog on the 1st floor. If the library has the book, all this information will appear on the catalog card. If the library does not have the book, look in *Books in Print*, located on the Reference Desk counter facing the Subject Catalog. If the book is currently available from a U.S. publisher, it will be listed. If you still cannot find the book, ask a Reference librarian.

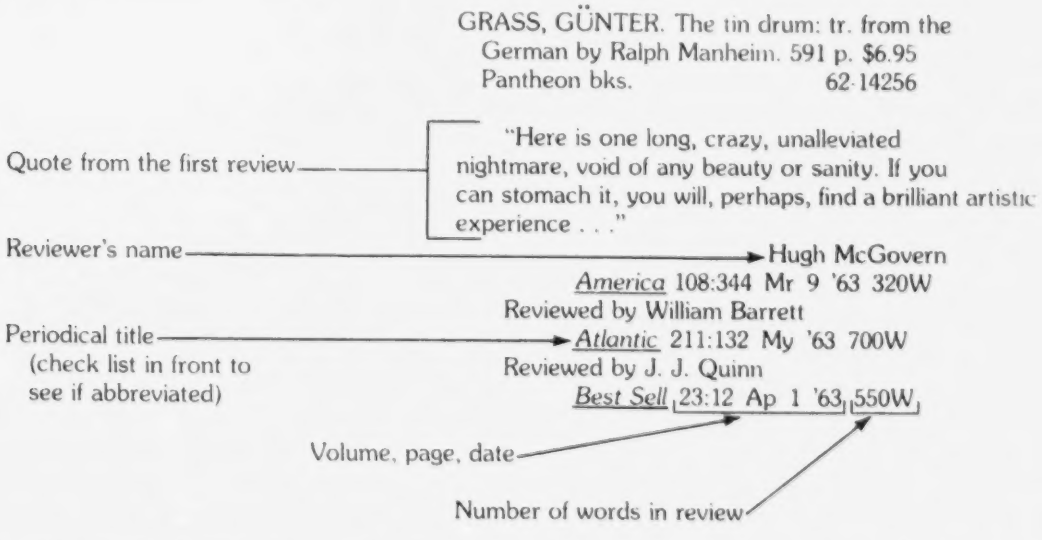
Some helpful notes:

1. All of the indexes listed below are located in the Reference Area, 1st floor.
2. If you do not locate a review in the book review index volume with a date corresponding to the year the book was published, check the volumes for the one or two years after the date of publication.

## FOR BOOKS PUBLISHED 1905-present

*Book Review Digest*, 1905-

This index lists and digests reviews of English language books in over 75 British and American magazines. Emphasis is on books for the general reader, rather than the specialist. The index is arranged by author, with a subject and title index in back. Below is an example of a typical entry:


GRASS, GÜNTER. The tin drum: tr. from the German by Ralph Manheim. 591 p. $6.95 Pantheon bks. 62-14256
"Here is one long, crazy, unalleviated nightmare, void of any beauty or sanity. If you can stomach it, you will, perhaps, find a brilliant artistic experience . . ."
Quote from the first review
Reviewer's name
Hugh McGovern
America 108:344 Mr 9 '63 320W
Reviewed by William Barrett
Periodical title
(check list in front to see if abbreviated)
Atlantic 211:132 My '63 700W
Reviewed by J. J. Quinn
Best Sell 23:12 Ap 1 '63 550W
Volume, page, date
Number of words in review

*Book Review Digest* is published quarterly with annual cumulations. There is an author and title cumulated index to the annual volumes for 1905-1974.

## OTHER BOOK REVIEW INDEXES

Book Review Index, 1965-
Index to reviews appearing in over 200 popular and scholarly English language periodicals arranged by AUTHOR, with a title index since 1976.

Current Book Review Citations, 1976-1982.
Index to book reviews appearing in over 1,000 English language periodicals with Author and Title access. This index includes reviews also indexed in several specialized subject indexes (see section PERIODICAL INDEXES WHICH INCLUDE BOOK REVIEWS below).

## SPECIALIZED BOOK REVIEW INDEXES

Major book review indexes specializing by subject include the following:

Book Review Index to Social Science Periodicals, 1964-1972.
Indexes book reviews in the social sciences for the period before Social Sciences Index began including a book review section. Author index only.

Combined Retrospective Index to Book Reviews in Scholarly Journals, 1886-1974.

Index to Book Reviews in the Humanities, 1960-
Indexes reviews of popular and scholarly books in the humanities.

Journal of Economic Literature, 1969-
Each volume begins with a review of economic literature and includes two sections of abstracts or reviews of books and periodical articles in economics. Arranged by subject with author and title index.

Mental Health Book Review Index, 1956-1972.
Indexes reviews of behavioral science books.

Ref
Z
1035
A1
N35
1975

National Library Service Cumulative Book Review Index, 1905-1974.
Author and title indexes to book reviews included in Book Review Digest (1905-1974), Library Journal (1907-1974), Saturday Review (1924-1974), and Choice (1964-1974).

## PERIODICAL INDEXES WHICH INCLUDE BOOK REVIEWS

Many periodical indexes include book reviews. Most have separate sections for reviews either at the end of each volume or in the subject index under "book reviews". The following list gives years in which book reviews can be found and indicates if listed by: (A) author, (T) title, (S) subject, and (CBRC) if covered by Current Book Review Citations (see above).

PERIODICAL INDEXES WHICH INCLUDE BOOK REVIEWS (Cont'd)

Alternative Press Index, 1972 - (A)
America: History and Life: Part B, 1974- (A,T,S)
Art Index, book reviews since 1973- (A,CBRC)
Arts and Humanities Citation Index, 1977- (by Author in Citation Index; "B" (formerly "G") indicates a book review)
Biological and Agricultural Index, reviews since 1972 (A,CBRC)
Business Periodicals Index, reviews since 1972 (A,CBRC)
Computing Reviews, 1960-; at front of each volume, 1981- (S,A)
Education Index, 1929-61 and 1969- (A,CBRC)
Film Literature Index, 1973- (A)
General Science Index, 1978- (A,CBRC)
Humanities Index, 1974- (A,CBRC)
(See also Index to Book Reviews in the Humanities above)
Index to Legal Periodicals, reviews since 1926- (A,CBRC)
Index to Periodical Articles by and about Blacks, 1950- (A)
Infotrac, 1982- No seperate section; look directly under A or T.
Left Index, 1982- (A)
Library Literature, reviews since 1978 (A,CBRC)
Magazine Index, 1976- No separate section; look directly under A or T.
Music Index, 1949- (A)
Philosopher's Index 1970- (A,S)
Poole's Index, 1802-1907 (A-for fiction, S-for non-fiction)
Reader's Guide to Periodical Literature, reviews since 1976- (A,CBRC)
Religion Index, 1977- (A) (Continues: Index to Religious Periodical Literature, 1949-1977)
Social Sciences Citation Index, 1966- (by Author in Citation Index; "B" indicates a book review).
Social Sciences Index, 1974- (A,CBRC)
(See also Book Review Index to Social Science Periodicals above).
Sociological Abstracts, 1953- (A,S)
The last and sometimes only supplement to each volume contains abstracts of books and a listing of book reviews appearing in all journals covered by this abstract.
Women Studies Abstracts, 1972- (A)

FOR RECENTLY PUBLISHED BOOKS

For reviews of books which have not yet been indexed, you may consult periodicals such as the following which specialize in book reviews:

Choice (Academic Subjects)
Contemporary Psychology
Contemporary Sociology
Horn Book (Children's Books)
Library Journal (General)
Los Angeles Times Book Review
New York Review of Books
New York Times Book Review
Philosophical Books
Publisher's Weekly (General)
San Francisco Review of Books
Science Books and Films
Times Literary Supplement
Wall Street Review of Books

FOR RECENTLY PUBLISHED BOOKS (Cont'd)

Other major periodicals in academic disciplines feature book review sections, for example:

American Political Science Review
American Historical Review
Film Quarterly
Foreign Affairs
Journal of Communicaton
Musical Quarterly
New Scientist
Research Quarterly for Exercise and Sport
Science
Theatre Journal
World Literature Today

LOCATING PERIODICALS

Periodicals and newspapers are located on the second floor of the library. Consult P.O.S.T (Petiodical or Serial Titles) to determine if the library subscribes to a particular title.

SINGLE AND MULTI-VOLUME CRITICISM SOURCES

In addition to the book review sources listed above, there are many single and mult-volume works that cite references to criticisms of books, plays and films. Most of these sources are located in the Reference Area. Ask a librarian for assistance.

LOCATING BOOKS OF CRITICISM IN THE SUBJECT CATALOG

Criticism in a specific field is entered under the appropriate heading with the subdivision, "--HISTORY AND CRITICISM," e.g., "ENGLISH LITERATURE - HISTORY AND CRITICISM."

Criticism of authors will be listed in the SUBJECT Catalog under the author's last name, often with the subdivision "--CRITICISM AND INTERPRETATION." Criticism of specific works is entered under the author's last name in the SUBJECT Catalog followed by the title of the work. for example,

GRASS, GUNTER
DIE BLECHTROMMEL (THE TIN DRUM).

CG
Rev. DD 5/86

# BROADCASTING

BIBLIOGRAPHIES & RESEARCH GUIDES: #23 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

The following bibliography is a selective guide to information sources in the J. Paul Leonard Library.

There are other bibliographies and research guides available at the Reference Desk, 1st floor, which are particularly useful for doing research in the field of broadcasting. Some of these are: Business (#9), Current Events (#36), Ethnic Studies (#15), Film (#24), Media Access Center (Information Guide #19), and Government Publications (Information Guide #14).

## BOOKS

Check the card catalog on the first floor of the Library. It is divided into AUTHOR/TITLE and SUBJECT sections. Consult the Library of Congress List of Subject Headings near the card catalog or at the Reference Desk for the appropriate subject heading. Write down the entire call number as it appears on the top left-hand corner of the card in order to locate books in the stacks. Ask for assistance at the Information Desk or the Reference Desk if you have any questions.

The following is a list of just some relevant subjects headings:

- Afro-Americans and mass media
- Broadcast journalism
- Broadcasters
- Broadcasting policy
- Cable television
- Mass media
- Mass media and minorities
- Popular culture
- Radio broadcasting
- Radio programs
- Sex in mass media
- Television (with many sub-headings)
- Television advertising
- Television broadcasting of news
- Television in politics
- Violence in television

Very new books may not be listed in the card catalog yet. If you know the author or title of a new book and it is not listed in the card catalog, you can look it up on the Book Finder computer terminal located at the Information Desk and in the card catalog area. The Book Finder terminal may also assist you in determining if a book is in a special library location (such as the Reserve Book Room (RBR)) or if it is checked out.

## REFERENCE BOOKS

### Bibliographies

Ref Z 5630 B55 1980 — Blum, Eleanor. Basic Books in the Mass Media. 2nd ed. Urbana, Il.: University of Illinois Press, 1980. An annotated selective booklist covering general communications, book publishing, broadcasting, editorial journalism, film, magazines and advertising.

Ref P 88.8 R44 — Rivers, William L., ed. Aspen Handbook on the Media. 1977-79 ed. New York: Praeger, 1977. Guide to research, organizations and publications in communications.

Dictionaries, Encyclopedias and Handbooks

Ref
TS
2301
A7
B57
1983

BKST Dictionary of Audio-Visual Terms. London: Focal Press, 1983.
Dictionary of technical terms in fields of film, video, electronic recording and computer graphics. Also includes acronyms of media organizations and societies, mostly British.

Ref
PN
1992.18
B7
1982

Brown, Les. Les Brown's Encyclopedia of Television. New York: New York Zoetrope, 1982.
Names, terms, shows, events.

Ref
PN
1990.4
D5
1978

Diamont, Lincoln, ed. The Broadcast Communications Dictionary. New York: Hastings House, 1978.
Words, acronyms, and concepts.

Ref
TR
847
F62x

The Focal Encyclopedia of Film and Television Techniques. New York: Hastings House, 1969
Illustrative drawings throughout the volume.

Ref
PN
1991.5
S2
1970

St. John, Robert. Encyclopedia of Radio and Television Broadcasting; The Man Behind the Microphone. Milwaukee, Mn.: Cathedral Square Pub. Co., 1970.
From the announcer's point of view. Lengthy historical section; techniques and announcing style; reference section includes pronouncing dictionary.

Ref
P
87.5
W4
1983

Weik, Martin H. Communications Standard Dictionary. New York: Van Nostrand Reinhold, 1983.
Communications dictionary with emphasis on technical terminology.

Ref
P
96
I5
W67
1984

World Communications: A Handbook. New York: Longman Inc, 1984.
Covers various areas of international communication: satellites, intergovernmental systems, international flow of news, information exchange, etc.

Ref
PN
4735
W6
1982

World Press Encyclopedia. New York: Facts on File, Inc. 1982. 2 vol.
International survey of the world's electronic and print news media. Profiles of individual countries include history, press-state relations, censorship, news agencies, laws, education, training, and attitude towards foreign journalists.

## Radio Programs

Ref
PN
1991.3
U6
B78

Buxton, Frank and Bill Owen. The Big Broadcast, 1920-1950. New York: Viking Press, 1972.
Listing of nationally known programs, most of which were on a major network. Cast, characters, type of show and, in some entries, storyline. Bibliography and name index.

Ref
PN
1991.3
U6
D8

Dunning, John. Tune in Yesterday: The Ultimate Encyclopedia of Old-Time Radio 1925-1976. Englewood Cliffs, N.J.: Prentice-Hall, 1976.
Lengthy descriptions of radio programs. Program name and personal name index.

Ref
PN
1991.3
U6
S8
1971

Summers, Harrison B., ed. A Thirty-Year History of Programs Carried on National Radio Networks in the U.S., 1926-1956. New York: Arno Press, 1971.
Arranged by season, then type of program. Gives sponsor, program name, number of seasons on the air, length, day/hour broadcast, rating.

Ref
PN
1991.3
U6
T47

Terrace, Vincent. Radio's Golden Years: The Encyclopedia of Radio Programs, 1930-1960. San Diego, Ca.: A.S. Barnes & Co., 1981.
Credits and broadcasting details for nationally broadcast network and syndicated radio programs.

## Television Programs

Ref
PN
1992.18
B68
1981

Brooks, Tim and Earl Marsh. The Complete Directory to Prime Time Network TV Shows, 1946-Present. New York: Ballantine, 1981.
Nighttime network programs listed alphabetically. Gives broadcast history, descriptive summary and cast. Appendixes include Emmy winners, Nielsen ratings and hit songs form individual telecasts. Index of personalities and performers.

Ref
PN
1992.3
U5
C32
1984

Castleman, Harry. The TV Schedule Book: Four Decades of Network Programming From Sign-on to Sign-off.
New York: McGraw-Hill, 1984.
Charts provide comprehensive and comparative network programming for 1944-1983.

Ref
PN
1992.8
C66
E37
1984

Eisner, Joel. Television Comedy Series: An Episode Guide to 153 TV Sitcoms in Syndication. Jefferson, N.C.: McFarland, 1984.
Credits and broadcasting facts for each sitcom and brief plot summaries of every episode.

Television Programs (Cont'd)

Ref
PN
1992.3
U5
G5

Gianakos, Larry James. Television Drama Series Programming. Periodically updated. Metuchen, N.J.: Scarecrow Press, irregular.
Section one lists series by season, date and time. Section two lists title and stars of each series episode. Series name index. Call number varies.

Ref
P
1992.3
U5
M3
1984

McNeil, Alex. Total Television: A Comprehensive Guide to Programming from 1948 to the Present. 2nd ed. New York: Penguin, 1984.
Descriptive listings of network TV series and partial listings of specials. Contains prime-time schedules and Emmy and Peabody Award winners.

Ref
PN
1992.8
F5
M3
1982

Maltin, Leonard. TV Movies. 5th ed. rev. New York: New American Library, 1982.
Credits, plot synopses and ratings for general release films shown on TV and for movies made for TV. Periodically updated.

Ref
PN
1992.8
F5
M35
1984

Marill, Alvin H. Movies Made for Television: The Telefeature and the Mini-Series, 1964-1984. New York: New York Zoetrope, 1984.
Credits and plot synopses of movies made for TV.

Ref
PN
1992.3
U5
T46
1979

Terrace, Vincent. The Complete Encyclopedia of Television Programs 1949-1979. 2nd ed. rev. South Brunswick, N.J.: A.S. Barnes & Co., 1979. 2 vol.
A listing of every known entertainment program shown on American television with story line information, cast, technical credits, sponsors.

Almanacs, Annuals, Directories, Etc.

Ref
PN
1993.5
U77
B46n
1985

Bension, Schmuel. The Producer's Masterguide. New York: New York Production Manual, 1985.
State-by-state requirements and special features for producing films, commercials, video and television programs. General production information about insurance, copyright, unions, guilds, and awards.

Ref
HE
8689
B77

Broadcasting/Cablecasting Yearbook. New York: Broadcasting Publications, Inc., annual.
Directory of radio, TV stations and cable systems and guide to all aspects of broadcasting: history, FCC regulations, advertising, ownership, programming, equipment, professional services, colleges and universities offering TV-radio degrees.

Almanacs, Annuals, Directories, Etc. (Cont'd)

Ref
HE
8700.7
C6
C13

Cable and Station Coverage Atlas and Zone Maps. Washington, D.C.: Television Digest, Inc., annual.
Directory covering all aspects of cable including FCC regulations, pay TV and satellite services, low power TV and equipment. Atlas portion contains zone maps which portray cable coverage for U.S. cities and towns.

Ref
G
1201
P95
E4
1984

Elving, Bruce F. FM Atlas and Station Directory. 9th ed. Adolph, Mn.: FM Atlas, 1984.
Radio station directory lists program format and language, network codes and coverage radii.

Ref
HD
9696
T463
U64

The Home Video and Cable Yearbook, 1982/83- . White Plains, N.Y.: Knowledge Industry Publications, Inc., annual.
Statistics, text and directory information for the industry. Coverage includes cable television, pay cable, cable advertising, satellites, videotext, VCR's, and interactive cable. Overview of European and Japanese Market.

Ref
HE
8698
I55

International Television Almanac, 1956- . New York: Quigley Pub. Co., annual.
Sections include: who's who, feature film listing, producers, distributors, agents.

Ref
PN
1992.1
I5x

International TV and Video Guide, 1984- . Ed. by Olli Tuomola. New York: New York Zoetrope, annual.
Profiles of individual countries' TV and video programming, audiences, statistics, networks, industry and marketing.

Ref
P
88.8
P64
1982

Pollack, Martin. California Media Directory. Goleta, Ca.: Alliance Publishers, 1982.
Information arranged by counties includes names, circulation/audience and format for magazines, newsletters, newspapers, professional and trade publications, and radio and TV stations.

Ref
HE
8700.7
C6
R65
1983

Roman, James W. Cablemania: The Cable Television Sourcebook. Englewood Cliffs, N.J.: Prentice-Hall, 1983.
Various aspects of cable TV are covered, including history of cable television, cable and the FCC, technology, programming, franchising, and public access.

Almanacs, Annuals, Directories, Etc. (Cont'd)

Ref
PN
1992.18
S75

Steinberg, Cobbett S. TV Facts. rev. ed. New York: Facts on File, 1985.
Facts and statistics provided on an annual basis for programs, audiences, ratings, advertising, market shares, awards, networks and stations.

Ref
TK
6540
T453

Television and Cable Factbook. Washington D.C.: Television Digest, Inc., annual. 2 vol.
Cable and Services volume: TV market reports, financial statistics, satellite information, cable systems, equipment, advertising agencies, engineers, marketing, unions, manufacturer's representatives. Stations volume: brief Arbitron data, circulation, physical coverage via maps for all U.S. and foreign stations.

Ref
PN
1992.3
U5
N6

T.V. Guide Almanac. Ed. by Peter G. Norback and Others. New York: Ballantine, 1980.
Includes addresses, facts, statistics on many aspects of television: top advertisers, ratings, awards, history, coverage of politics, government regulations, etc.

Ref
Z
6951
W6

Working Press of the Nation. Burlington, Io.: The National Research Bureau, Inc., annual. 5 vol.
1. Newspaper directory; 2. Magazine and editorial directory; 3. Radio and television directory with descriptions of local programming; 4. Feature writer and syndicate directory; 5. Internal publications directory.

Ref
TK
6540
W67

World Radio TV Handbook, 1983- . London: Billboard Publications, annual.
Detailed information on the radio stations and broadcasting organizations of every country in the world inciuding frequencies, wavelengths, transmitter power, call signs, ownership, programming and equipment.

## Education/Awards

Ref
PN
1993.8
U5
A45

American Film Institute. Guide to College Courses in Film and Television. Princeton, N.J.: Peterson's Guides, 1978.
Detailed listings of courses and programs offered at 1067 colleges, universities and professional institutions. Sections on careers, student film/video festivals and awards, names and addresses of foreign film schools.

## Education/Awards (Cont'd)

Ref
P
95
D57
1981/82

Directory of Graduate Programs in the Communication Arts and Sciences. Falls Church, Va: Speech Communication Association, 1980.
State by state listings of 279 graduate programs. Also presents a comparative analysis.

Ref
PN
1993.4
G3

Gadney, Alan. Gadney's Guide to 1800 International Contests, Festivals, and Grants in Film and Video. Photography, TV-Radio Broadcasting, Writing, Poetry, Playwriting and Journalism. Glendale, CA: Festival Publications, 1978.

Ref
AS
8
L48

Media Awards Handbook. Berkeley, CA: Media Awards Handbook, 1980.
Eligibility information for contests and awards offered in radio, TV, magazines, newspapers, journalism and advertising.

## Advertising

Ref
HF
5805
A45x

Advertising Age. 100 Leading National Advertisers. Chicago: Crain Communications, annual.
Marketing reports for each company include ranking, share of market, advertising expenditures, sales, product lines and personnel.

Ref
HF
5804
S7

Standard Directory of Advertisers. Skokie, Ill: National Register Publishing Co., annual.
Listings of advertisers include names, addresses, subsidiaries, parent corporation, executives, advertising agency, products. Tradename index.

Ref
HF
5805
S72

Standard Directory of Advertising Agencies. Skokie, Ill.: National Register Publishing Co., triannual.
Listings of advertising agencies include officers, executives, annual billing, percentage by media and names of accounts.

The current periodicals collection includes the following series which is not indexed although it is very important in the field of Broadcasting:

Standard Rate and Data Service. Spot Radio Rates and Data (current 3 months)
Standard Rate and Data Service. Newspaper Rates and Data (current 3 months)
Standard Rate and Data Service. Spot Television Rates and Data (current 3 months)

The above periodicals provide a complete listing of advertisng rates, circulation and station information.

## PERIODICALS

Periodicals are an excellent source of current and highly specific information. To determine if the library has a particular periodical title, consult the P.O.S.T. list at the Reference Desk or the Rotary Linedex in the Periodical/Microforms area, 2nd. floor. To locate periodical articles on particular subjects it is necessary to use the indexes and abstracts available in the Reference Area.
Listed below are a selection of periodical index titles that are especially helpful in the field of broadcasting:

Alternative Press Index, 1982- Provides access to literature on sub-cultures and the mass media.

Applied Science and Technology Index, 1958- Technical and mechanical subjects.

Arts and Humanities Citation Index, 1977- Covers scholarly journals, includes reviews of TV, radio, video and cable programming and performances. Also useful are the Science Citation Index and the Social Sciences Citation Index. Citation indexes list by author all the references found in footnotes and bibliographies of the articles indexed. The Permuterm volume lists every key word which appears in the title of each article indexed.

Business Index, Microfilm reader listing recent articles in business periodicals and newspapers.

Business Periodicals Index, 1958- Advertising, marketing, public relations and other aspects of business.

CBS News Index, 1976- Subject and personal name index to CBS news broadcasts including the Morning and Evening News, 60 Minutes, Face the Nation, press conferences and other public affairs programming. Transcripts of the broadcasts are on microfiche on the 2nd floor of the library in the microforms area.

California News Index, 1970-1975, and California Periodicals Index, 1978- Index magazines published in and about California.

Communication Abstracts, 1978- Communication, advertising and marketing, broadcasting, public opinion.

Dissertation Abstracts, 1956- Listing of PhD dissertations completed at American, Canadian and some European universities. See Communication and The Arts and Education sections.

Education Index, 1929- . Useful for broadcasting issues, developments and technologies related to education.

ERIC, 1956- Index to education related reports. Almost all are available on microfiche.

Essay and General Literature Index, 1900- . Indexes essays and chapters of books on all subjects. Useful for popular culture, mass media, television broadcasting.

F & S Index of Corporations and Industries - U.S., 1962- ; Europe, 1979- ; International, 1979- Index to business, equipment, growth and acquisitions aspects of the broadcast industry.

Federal Government Publications Catalog, 1976- Microfilm reader listing U.S. government publications.

Humanities Index, 1974- Broadcasting, performing arts, language.

PERIODICALS (Cont'd)

Infotrac, 1982- Computerized index covers wide range of fields, especially useful for the business and entertainment aspects of broadcasting.
International Index to Television Periodicals, 1979- Provides access to information about television history, programming and broadcasting; emphasis is British.
Legal Resources Index, Microfilm reader provides access to new laws and interpretations of laws.
Los Angeles Times Index, 1972- Current events source.
Magazine Index, Microfilm reader listing recent articles in a wide range of popular magazines.
Music Index, 1949- All subjects related to music.
National Newspaper Index, Microfilm reader listing recent articles in the Christian Science Monitor, Los Angeles Times, New York Times, Wall Street Journal and the Washington Post.
New York Times Index, 1851- Current events source.
Newsbank: Review of the Arts, 1979- Microfiche collection, with printed index of newspaper reviews of films, books, plays, art exhibits, concerts, television and other cultural events from 190 newspapers in 130 major cities.
Psychological Abstracts, 1927- Indexes and summarizes articles in psychology and psychology related journals: useful for information on psychological effects.
Public Affairs Information Service Bulletin (PAIS), 1915- Covers economics, public policy, politics, international relations.
Readers' Guide to Periodical Literature, 1900- Television and radio program reviews and other articles in popular magazines.
San Francisco Chronicle Index, 1976- For local interest.
Social Sciences Index, 1974- Indexes major social science journals.
Television News Index and Abstracts - on order.
Topicator, 1965- Specifically related to broadcasting, advertising, communications and marketing.
Wall Street Journal Index, 1958- Useful supplement to business indexes.

The librarians at the Reference Desk will be glad to recommend other indexes depending on the subject being researched.

If you wish to determine where a particular periodical is indexed, consult the following directory at the Reference Desk:

Ulrich's International Periodicals Directory
(Ref Z 6941 U5)

GOVERNMENT PUBLICATIONS

The Government Publications Department on the fourth floor contains publications issued by federal, state and local government, and various international agencies such as the United Nations. You will find substantial information on many subjects in addition to court cases, Congressional materials, up-to-date copyright information, federal broadcasting rules and regulations, statistics. The Government Publications Department has its own card catalog which is arranged by agency only. Ask for assistance.

GOVERNMENT PUBLICATIONS (Cont'd)

For subject access, the following indexes should be consulted:

American Statistics Index, 1973- Index to statistics in federal government publications.
CIS (Congressional Information Service) 1970- Index to Congressional publications: reports, committee prints, hearings.
California State Publications, 1945- Selective guide to state publications.
Foreign Broadcast Information Service (FBIS) and Joint Publications Research Service (JPRS) Indexes, 1978- Index translations of news (broadcasts, news agency transmissions, newspapers, government statements) and research from foreign countries; the reports are available on microfiche.
Monthly Catalog of U.S. Government Publications, 1895- The most complete index to federal publications.
Statistical Reference Index (SRI), 1980- Detailed index to statistics in private, non-profit, and state publications; most data available in SRI fiche. Contains Arbitron and Nielsen reports.
UNESCO Index, 1972- Listing of all UNESCO publications.

The Government Publications Department houses the laws relating to broadcasting. Ask for assistance at the Government Publications reference desk to find this material.

SPECIAL COLLECTIONS

Special Collections/Archives on the 6th floor of the library houses a collection of over 10,000 film segments and programs from the local educational television station KQED from 1967-1980.

Special Collections/Archives also houses a limited collection of unpublished television and radio series scripts. The scripts are listed by titles and series in the "Script Binder" in Special Collections/Archives.

BIOGRAPHICAL SOURCES

Index Table — Biography Index, 1946- Quarterly index to biographical information in books and magazines.

Ref
PN
771
C66x — Contemporary Authors: The International Bio-bibliographical Guide to Current Authors and Their Works. Detroit: Gale Research, 1962-.
Entries for both major and relatively unknown authors. From 1977 on coverage is expanded to include individuals in the media: newspaper and television reporters, screenwriters, columnists, editors and syndicated cartoonists. Cumulative index is available.

BIOGRAPHICAL SOURCES (Cont'd)

Index Table — Current Biography. 1940- Articles with portraits on people prominent in the news in all fields. Bound volumes include cumulative indexes. Articles include bibliographies.

Ref Z 6940 J58 — Journalist Biographies Master Index. Detroit: Gale, 1979. An index to the major biographical dictionaries for broadcast and print journalists; includes both on-the-air and behind-the-scenes personnnel.

Ref PN 1583 L3 — Theatre, Film and Television Biographies Master Index. Detroit: Gale, 1979. An index to the major biographical dictionaries in these three fields.

Ref E 663 W56 — Who's Who in America. Chicago: Marquis Who's Who. biennial. Brief biographies of influential individuals in business, government, the arts, etc., who are prominent in America.

Ref PN 1992.4 A2 W44 1983 — Who's Who in Television and Cable. New York: Facts on File, 1983. Biographical encyclopedia of individuals in TV, video and cable; some biographies include photos. Executives, administrators, journalists, actors, writers, producers, directors.

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# BUSINESS

BIBLIOGRAPHIES & RESEARCH GUIDES: #9 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

The following bibliography is a selective guide to information sources in the J. Paul Leonard Library.

## BOOKS

Books are listed in the main card catalog on the 1st floor. The catalog is divided into two sections: *Author/Title Catalog* and *Subject Catalog*. The red, two volume, set, *Library of Congress Subject Headings* serves as a guide to the Subject Catalog headings. The card catalog can be difficult to use; do not hesitate to ask for assistance at the Reference Desk if you do not find what you want.

Very new books may not be listed in the card catalog yet. If you know the author or title of a new book and it is not listed in the card catalog, you can look it up in the Book Finder computer terminal located at the Information Desk and in the card catalog area. Book Finder will also tell you if a book is checked out or in a special location (such as the Reserve Book Room, RBR).

## PERIODICALS: MAGAZINES, JOURNALS AND NEWSPAPERS

The periodicals are shelved in alphabetical order by title:

| | |
|---|---|
| Current issues | Current Periodicals Area, 2nd floor |
| Back issues, bound | Periodical Stacks, 2nd floor |
| Back issues, microform | Microforms Area, 2nd floor |

Most current issues may be checked out overnight; bound periodicals circulate to graduate students and faculty. To determine if the library has a periodical title, check the Rotary Linedex, 2nd floor, near the Periodicals/Microforms service desk or the *P.O.S.T.* list at the Reference Desk. A list called *P.O.S.T. SCRIPTS* lists periodicals by broad subject.

### Subject Guides to Articles: Indexes and Abstracts

The 1st floor Reference area has a large collection of indexes and abstracts for locating articles in magazines and newspapers. The following are the most useful indexes for business. There may be others we can recommend, depending upon your topic.

Accountants Index, 1944-
Applied Science and Technology Index, 1958-
Area Business Databank, July 1983-1985
Business Index, 1979- (microfilm reader; back file on microfiche)
Business International (Master Key) Index, 1964-1984
Business Periodicals Index, 1958-
Business Publications Index and Abstracts, 1983-1985
Corporate Responsibility Monitor, 1986- (Periodicals)
InfoTrac, 1980-
(National) Newspaper Index, 1979- (microfilm reader; back file on microfiche)
Personnel Literature Index, 1970-
Personnel Management Abstracts (on order)
Predicasts F & S Index — United States, 1962-; —Europe, 1979; —Interantional, 1979-
Predicasts Forecasts, 1982, 1984-
    Index (with actual statistics) to forecasts.
PROMT (Predicasts Overview of Markets and Technology) 1983-
Public Affairs Information Service Bulletin (PAIS), 1915-
Social Science Citation Index, 1966-
Statistical Reference Index (Government Publications), 1980-
    Indexes many trade journals (often available in accompanying microfiche collection)
Wall Street Journal Index, 1958-



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## INTERLIBRARY LOAN

If the library does not have the periodical or book you need, you may be able to get a photocopy of the article or borrow the book from another CSU library or U.C. Berkeley. For information, see the Interlibrary Loan Desk, 1st floor. Ask at the Reference Desk about how to determine if a local public or academic library has a periodical not available in this library.

## COMPUTERIZED LITERATURE SEARCHING

Computerized literature searching for articles and (in some cases) statistics and directory information is available. Ask at the Reference Desk about buying a computer search. For most student papers a computer search is too costly for the return, and a personal search through the printed material will do just as well.

## REFERENCE SOURCES

### Guides to Literature

Z 7164 C81 D16 Ref Desk — Daniells, Lorna M. Business Information Sources. Berkeley: University of California Press, 1985. This is just one of several guides to business sources. Business Information: How to Find It, How to Use It (HF 5356 L36 1987 Ref) contains very useful explanations and comparisons of key sources. For a guide to sources by industry, Encyclopedia of Business Information Sources (Ref HF 5353 E53) is particularly helpful.

### Guide to Numerical Classification of Industries

Ref & Gov't Pubs Desk — Standard Industrial Classification Manual. 1972, 1977 Suppl. Many business directories and statistical sources are arranged by SIC number. Use this manual to indentify the SIC number of the industry you are researching.

### Corporations

There are current business services offering detailed information on publicly-owned corporations. Major sources include:

Moody's Manuals (HG 4961 area in Ref Stacks)
Use Moody's Complete Corporate Index to the Manuals.
Standard and Poor's Corporation Records (Ref HG 4751 S785c Ref Stacks)
Walker's Manual of Western Corporations and Securities (HG 5128 C2 W2 Ref Stacks)

Everybody's Business (Ref HD 2785 E88 Desk) provides a consumer/public interest perspective on major companies.

### Annual Reports and 10-K Reports

Annual reports are available for the largest publicly owned U.S. and California companies in the Reference Special Resources File. They

Annual Reports and 10-K Reports, (Cont'd)

are arranged by company name under the subject, BUSINESS HISTORY. In addition, annual reports are available on microfiche for most publicly owned U.S. companies. 10-K reports (filed with the Securities and Exchange Commission) are available on microfiche for the Fortune 500 companies. All of these files are in Reference.

Stocks

Moody's Handbook of Common Stocks and Moody's Handbook of OTC Stocks (HG 4501 area in Ref Stacks)
Outlook (Standard & Poor's investment survey)(Periodicals)
Standard & Poor's OTC Profiles, (HG 4505 S444 Ref Stacks)
Stock Reports (American, New York & Over-the-Counter Exchanges) (HG 4905 .S44 S443 and S444 Ref Stacks)
Unlisted Market Guide (HG 4916 U54 Ref Stacks)
Value Line Investment Survey (Periodicals)

Ask for the bibliography on Corporations, Stocks and Industries (#16) for a list of additional sources.

Directories (addresses, executives, sales, products, # of employees, etc.)

All are located in the Reference Stacks unless otherwise indicated.

California

Bay Area Employer Directory (Ref HD 5876 C2 B38 Desk)
Best Companies in Northern California (Ref HD 2798 C2 B47x Desk)
Business Prospector (Continues Contacts Influential), San Francisco, Oakland, East Bay, Peninsula, South Bay (Ref HF 5065 C2 B87 Desk)
California Manufacturers Register (Ref T 12 C15)
California Services Register (Ref HD 9981.7 C2 C34)
Rich's Business Guide: Silicon Valley and Northern California (Ref HD 9696 A3 R53x Desk).
San Francisco Commerce and Industry Directory (Ref HF 5068 S4 S36x Desk) (also available for Alameda, San Mateo and Santa Clara counties)
Southern California Business Directory and Buyers Guide (Ref HF 5065 C2 S66)

United States

Business Organizations and Agencies Directory (Ref HF 3010 B87 Desk)
Million Dollar Directory (Ref HC 102 D8)
Small Business Sourcebook (Ref HD 2346 U5 S65)
Standard & Poor's Register of Corporations, Directors and Executives (Ref HG 4057 A4)
Standard Directory of Advertisers (Ref HF 5805 S7)
Standard Directory of Advertising Agencies (Ref HF 5805 S72)
Thomas Register of American Manufacturers (Ref T 12 T6)
Trade Names Dictionary (Ref T223 V4 A223x)

Directories, (Cont'd)

International

American Export Register (Ref HF 3010 A6)
International Directory of Importers: N. America (Ref HF 54 U5 I56x)
Principal International Businesses (Ref HF 54 U5 P74)

To establish subsidiary/parent relationships use the following:

America's Corporate Families: the Billion Dollar Directory (Ref HG 4057 A147)
America's Corporate Families and International Affiliates (Ref HG 4057 A146)
Directory of Corporate Affiliations (Ref HG 4057 D58x)
Who Owns Whom (for multinational or foreign firms) (various call numbers)

For rankings of companies by sales size within industries:

Ward's Business Directory of . . . Largest U.S. Corporations (Ref HG 4057 W37x)
Ward's Business Directory of Major International Companies (Ref HF 54 U5 W37x)

Directories and, sometimes, financial manuals are also available for certain types of business (e.g., computer and electronic firms, genetic engineering firms, retail stores, shopping centers). Ask at the Reference Desk or use the Subject Catalog. A useful subject listing of directories is the Directory of Directories (Ref Z 5771 D55 Desk).

Several important directories are published annually in periodicals.

Copies of many of these directories are kept at the Reference Desk:

Advertising Age
100 Leading National Advertisers (Ref HF 5805 A45x Desk)

Business Week
Top 1,000 American and 150 International Companies, mid-April

California Business
California 500, May

Forbes
Forbes 500, late April

Fortune
500 Largest U.S. Industrials, late April
500 Largest Service Companies, early June
International 500, mid-August

Directories (Cont'd)

San Francisco Business
50 Biggest Bay Area Companies, July

Ask at the Reference Desk about locating other special issues of periodicals. The San Francisco Chronicle, Examiner and Los Angeles Times also usually publish lists of the top local or state companies in the spring.

Products and Industries

Magazines and newspaper articles are primary sources of information on industries and products (for instance, the 1st January issue of Forbes each year is an "annual report on American industry"), but there are also some important analytical handbooks available:

Industry Surveys (Standard & Poor's) (Ref HC 106.6 S74 Desk)
U.S. Industrial Outlook (Ref Desk and Gov't Pubs)
Value Line Investment Survey (Periodicals)

The abstracts in the index, PROMT, are quite useful for tracking current developments in industries.

Ratios

Almanac of Business and Industrial Financial Ratios (HF 5681 R25 T68, Reserve)
Financial Studies of the Small Business (HD 2346 U5 F55a, Reserve)
Industry Norms and Key Business Ratios (Dun & Bradstreet) (HF 5681 R25 I52x, Reserve)
Key Business Ratios (Dun & Bradstreet) (HD 2771 D87..., Reserve)
Also formerly published annually in their periodical, Dun's Business Month, formerly Dun's Review
Quarterly Financial Report for Manufacturing, Mining and Trade Corporations (Gov't Pubs)
R(obert) M(orris) A(ssociates). Annual Statement Studies (HF 5681 B2 R6, Reserve)
Standard & Poor's Analysts Handbook (Ref HG 4519 S772 Desk)

Ask for the bibliography on Ratios at the Reference Desk.

Marketing and Other Data Sources

Librarians at the Reference Desk and Government Publications Desk (4th floor) will help you locate statistical data. Examples of sources include:

Censuses (population, retail trade, manufacturing, etc.) (Gov't Pubs)
Commodity Yearbook (HF 1041 C56 Ref Stacks)

Marketing and Other Data Sources, (Cont'd)

Dow Jones Investor's Handbook (Ref HG 4921 D66 Desk)
Dow Jones-Irwin Business and Investment Almanac (Ref HF 5003 D68a Desk)
Handbook of Basic Economic Statistics (Ref Desk G.P.)
Market Profile Analysis, San Francisco-Oakland SMSA (Ref HC 108 S7 M22x Desk)
Marketing Economics Guide (Ref HC 106.6 M36a Desk)
Nielsen Ratings and Reports (Ref HE 8700.66 U6 ... Desk)
Predicasts Basebook (demographic & industrial data)(Ref HB 3730 P65 Desk); forecasts are in Predicasts Forecasts
Simmons Market Research Bureau. Study of Media and Markets (HF 5415.3 S78 Ref Stacks)
Standard and Poor's Statistical Service (HC 101 S75x Ref Stacks)
Statistical Abstract of the U.S. (Ref Desk and Gov't Pubs)
Survey of Buying Power Data Service (Ref HF 5415.3 S852x Desk)
Survey of Current Business, Periodicals (biennial Suppl. called Business Statistics at Ref and Gov't Pubs Desks)
UCLA Business Forecast for the Nation and California (Ref HC 106.6 B82 Desk)

Many indexes to statistical sources are available such as: American Statistics Index, Statistical Reference Index, International Index to Statistics. Ask for the bibliography on Marketing (#19).

Foreign Country Information and Statistics for Business

Country Files (Gov't Pubs)
(Croner's) Reference Book for World Traders (HF 1010 .C66 Ref Stacks)
European Marketing Data and Statistics (Ref HA 1107 E87 Desk)
Export Shipping Manual (HF 1010 I57x Ref Stacks)
Exporters Encyclopedia (Ref HF 3011 E9 Desk)
FFO - Financing Foreign Operations (Ref HG 4538 B979ff Desk)
ILT - Investing, Licensing and Trading Conditions Abroad (Ref HG 4538 B979inv Desk)
International Marketing Data & Statistics (Ref HA 42 I56 Desk)

Ask for the bibliography on International Marketing (#35).

Other Reference Books

There are numerous other sources; the reference librarians will help you locate materials such as biographies, career information, special subject dictionaries and handbooks, financial tables, resume guides, etc.

OTHER BIBLIOGRAPHIES & RESEARCH GUIDES

Bibliographies on Corporations, Stocks and Industries, on Ratios, on Marketing, on Advertising Information, on International Marketing and on Foreign Country Statistics are available at the Reference Desk.
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# CHEMISTRY

BIBLIOGRAPHIES & RESEARCH GUIDES: #34 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

The following bibliography is a selective guide to sources of information in the J. Paul Leonard Library.

## Indexes and Abstracts

Applied Science and Technology Index, 1958-date.
Monthly, with quarterly and annual cumulations. This is an excellent starting point for finding articles on any chemical or chemical engineering topic except biochemistry.

Biological and Agricultural Index, 1964-date.
Monthly, with quarterly and annual cumulations. This is an excellent starting point for finding articles on biochemistry topics.

Chemical Abstracts, 1907-date.
4 issues monthly, alternately: (1) Biochemistry/Organic Chemistry, and (2) Macromolecular/Applied and Chemical Engineering/Physical and Analytical Chemistry. Subject and author indexes in each issue; semi-annual Chemical Substances Index, General Subjects Index, and author, formula, and patent number indexes. Collective indexes decennial to 1956, quinquennial 1957-date. See Bibliographies & Research Guides: #32 How to Use Chemical Abstracts.

Chemical Titles, current year only. Fortnightly.

Current Contents: Physical and Chemical Sciences, current year only. Weekly.

Science Citation Index, 1965-date.
Bimonthly, with annual and quinquennial cumulations; each includes:
Permuterm Subject Index
Source Index
Citation Index
See Bibliographies & Research Guides: #3 How to Use Citation Indexes.

## Encyclopedias and Handbooks

Ref QC 450.3 D46 1982 — Denney, R.C. A Dictionary of Spectroscopy. 2nd ed. Wiley, New York, 1982.

Ref QD 5 .B32 — Ballentyne, D.W.G., and D.R. Lovett, A Dictionary of Named Effects and Laws in Chemistry, Physics and Mathematics. 4th ed. Chapman and Hall, London, 1980.

Ref QD 5 .C5 — Hawley, G.G. The Condensed Chemical Dictionary. 10th ed. Van Nostrand Reinhold, New York, 1981.

Encyclopedias and Handbooks (Cont'd)

Ref QD 5 H34 1982 — Hampel, C.A. and G.G. Hawley. Glossary of Chemical Terms. 2nd ed. Van Nostrand Reinhold, New York, 1982.

Ref QD 5 M36 1983 — Parker, S.P., ed. McGraw-Hill Encyclopedia of Chemistry. McGraw-Hill, New York, 1983.

Ref QD 5 V37 — Considine, D.M. and G.D. Considine, eds. Van Nostrand Reinhold Encyclopedia of Chemistry. 4th ed. Van Nostrand Reinhold, New York, 1984.

Ref QD 31 M52 — Mellor, J.W. A Comprehensive Treatise on Inorganic and Theoretical Chemistry. Wiley, New York, 1960-62. 16 vols. Vol. 16: Includes General Index.

Ref fQD 65 C74 — Composite Index for CRC Handbooks 2nd. ed. CRC Press, Cleveland, 1977.

Ref QD 65 H3 — CRC Handbook of Chemistry and Physics. CRC Press, Boca Raton, FL, annual.

Ref QD 65 L36 — Lange, N.A., Lange's Handbook of Chemistry. 12th ed. McGraw-Hill, New York, 1979.

QD 151.2 .C64 — Bailar, J.C., Jr., H.J. Emeleus, R. Nyholm, and A.F. Trotman-Dickenson, eds. Comprehensive Iorganic Chemistry. Pergamon, Oxford, 1973. 5 vols. Vol. 5: includes Master Index.

Ref QD 291 .R28 — Rappoport, Z. Handbook of Tables for Organic Compound Identificaton. 3d ed. CRC Press, Boca Raton, FL, 1967.

Ref QD 245 C65 — Barton, D., and W.D. Ollis, eds. Comprehensive Organic Chemistry. Pergamon Press, Oxford, 1979. 6 vols. Vol.6: author, formula, subject, reagent, and reaction indexes.

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Heilbron, I. Dictionary of Organic Compounds. Chapman and Hall, New York, 1982. 7 vols. Vol.[6]: Name Index. Vol.[7]: Molecular Formula, Heteroatom, and CAS Registry Indexes. Annual Supplements.

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Comprehensive Heterocyclic Chemistry. Pergamon, New York, 1984. 8 vols. Vol.8: Subject, author, ring and physical data indexes.

QD 411 C65 1982
Comprehensive Organometallic Chemistry. Pergamon, New York, 1982. 9 vols. Vol.9: Subject, formula, author, structures determined by diffraction methods, and review articles and specialist texts on organometallic chemistry indexes.

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Scott, T. and M. Brewer. Concise Encyclopedia of Biochemistry. De Gruyter, Berlin, 1983.

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RS 51 M4 1983
Merck index. 10th ed. Merck & Co., 1983.

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Encyclopedia of Chemical Technology. 3rd ed. Wiley, New York, 1978-1984. 25 vols. Vol.25: Index.

## Spectra Collections

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Simmons, W.W., ed. The Sadtler Handbook of Infrared Spectra. Sadtler Research Laboratories, Philadelphia, 1978.

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Formacek, V,. H.P. Kellerhals, J.J. Clerc. $^{13}C$ Data Bank. Bruker Physik, Karlsruhe, 1976.

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Simmons, W.W., ed. The Stadtler Handbook of Proton NMR Spectra. Stadtler Research Laboratories, Philadelphia, 1978. 2 vols.

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Pouchert, C.J. The Aldrich Library of NMR Spectra. 2d ed. Aldrich Chemical Co., Milwaukee, 1983. 2 vols.

Other spectra may be located through the subject card catalog by using the type of spectra desired as a subject heading. E.g., Nuclear Magnetic Resonance Spectroscopy.

Online Searching

Chemical Abstracts and a number of other databases that contain references relevant to chemical topics are available online through Lockheed's Dialog Information Services. Cost of an online search varies with the databases searched and the number of references retrieved. For further information, ask at the Reference Desk.

# CINEMA

BIBLIOGRAPHIES & RESEARCH GUIDES: #24 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

The following bibliography is a selective guide to information sources in the J. Paul Leonard Library.

There are other bibliographies and research guides available at the Reference Desk, which are particularly useful for doing research in the field of cinema studies. Some of these are: Business (#9), Biography (#21), and Broadcasting (#23). Most of the materials in this guide are located in the Reference Area.

## CARD CATALOG

To locate books check the card catalog on the first floor of the Library. It is divided into AUTHOR/TITLE and SUBJECT sections. Consult the *Library of Congress Subject Headings* located near the card catalog for the appropriate subject heading. Write down the entire call number as it appears on the top left-hand corner of the card in order to locate books in the stacks. Ask for assistance at the Information Desk or the Reference Desk if you have any questions.

Under MOVING-PICTURES in the SUBJECT Catalog are entered general works on moving pictures. Works on organization and management in the motion picture field are entered under MOVING-PICTURE INDUSTRY. Works on photographic processes are entered under CINEMATOGRAPHY. Works on moving pictures produced by the moving picture industry of an individual country or on the moving pictures shown in an individual country are entered under MOVING-PICTURES—ITALY, MOVING-PICTURES—RUSSIA, MOVING PICTURES—UNITED STATES, etc.

Books about films in a certain genre are entered under specific headings, such as:

COMEDY FILMS
DETECTIVE AND MYSTERY FILMS
EXPERIMENTAL FILMS
GANGSTER FILMS
HORROR FILMS
SPY FILMS
VAMPIRE FILMS
WESTERN FILMS

The following is a sample list of relevant subject headings for topics in film studies:

CINEMATOGRAPHY—SPECIAL EFFECTS
INDIANS IN MOTION PICTURES
MOVING-PICTURE ACTORS AND ACTRESSES
MOVING-PICTURE PRODUCERS AND DIRECTORS
MOVING-PICTURES—PSYCHOLOGICAL ASPECTS
MOVING-PICTURES, DOCUMENTARY
SCREEN WRITERS
VIOLENCE IN MOTION PICTURES
WOMEN IN MOVING-PICTURES
WOMEN IN THE MOTION PICTURE INDUSTRY

CAUTIONARY NOTE: The Library of Congress subject headings in this field will sometimes say "in MOTION PICTURES" and at other times will say "in MOVING PICTURES." Therefore, to avail yourself of as much material in the card catalog as possible, check under both phrase headings when dealing with specific topics and genres.

If you know the author or title of a book you can look it up on the Book Finder computer terminal located at the Information Desk and in the card catalog area. The Book Finder terminal may also assist you in determining if a book is in a special library location, such as the Reserve Book Room (RBR) or if it is checked out.



86 232

## BIBLIOGRAPHIES

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Armour, Robert A. Film: A Reference Guide. Westport, CT: Greenwood Press, 1980.

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Batty, Linda. Retrospective Index to Film Periodicals 1930-1971. New York: R.R. Bowker, 1975.

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Chicorel, Marietta. Chicorel Index to Film Literature. New York: Chicorel Library Pub. Corp., 1975. 2 vol.

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Gottesman, Ronald and Geduld, Harry M. Guidebook to Film: An Eleven-In-One Reference. New York: Holt, Rinehart & Winston, 1972.

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Manchel, Frank. Film Study: A Resource Guide. Cranbury, NJ: Associated University Presses, Inc., 1973.

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Renrauer, George. The Macmillan Film Bibliography. New York: Macmillan, 1982. 2 vol.

## DICTIONARIES

### General

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Delson, Donn. The Dictionary of Marketing and Related Terms in the Motion Picture Industry. Thousand Oaks, CA: Bradson Press, 1979.

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Geduld, Harry M. An Illustrated Glossary of Film Terms. New York: Holt, Rinehart and Winston, 1973.

DICTIONARIES, Cont'd

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The Language of Show Biz, a Dictionary. Chicago: Dramatic Pub. Co., 1973.

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Slide, Anthony. The American Film Industry: A Historical Dictionary. New York: Greenwood Press, 1986.

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American Cinematographer Manual. Compiled and edited by Charles G. Clarke. Hollywood, CA: American Society of Cinematographers, Irregular.

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The Focal Encyclopedia of Film and Television Techniques. New York: Hastings House, 1969.

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Samuelson, David W. Motion Picture Camera Techniques. 2nd ed. London: Focal Press, 1984.

ENCYCLOPEDIAS

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Green, Stanley. Encyclopaedia of the Musical Film. New York: Oxford University Press, 1981.

Ref
PN
1993.45
H27

Halliwell, Leslie. Halliwell's Film Guide. New York: Charles Scribner's Sons, periodically updated.

Ref
PN
1997.8
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The International Dictionary of Films and Filmmakers. Edited by Christopher Lyon. Chicago: St. James Press, 1984-. 4 vol.
v. 1 - Films; v. 2 - Directors/Filmmakers; v. 3 - Actors and Actresses; v. 4 - Writers and Production Artists.

Contains brief biographies, critical analyses, credits, and bibliographies.

ENCYCLOPEDIAS, Cont'd

Ref PN 1993.45 K34 1979 — Katz, Ephraim. The Film Encyclopedia. New York: Thomas Crowell Publishers, 1979.

Ref PN 1995 M3x — Magill, Frank N., ed. Magill's Survey of Cinema. Englewood Cliffs, NJ: Salem Press.
Call number and publication dates vary. Three series: English Language Films; Silent Films; and Foreign Language Films.

Ref PN 1992.8 F5 M3 — Maltin, Leonard, ed. TV Movies. New York: New American Library, periodically updated.

on order — The Motion Picture Guide. Chicago: Cinebooks, 1986. 12 vol.

Ref PN 1993.45 O9 — Oxford Companion to Film. Edited by Liz-Anne Bawden. New York: Oxford University Press, 1976.

Ref PN 1993.45 C5 — Roud, Richard. Cinema: A Critical Dictionary. New York: Viking Press, 1980. 2 vol.

PERIODICALS

Periodicals about films are an excellent source of current information. To determine if the library has a particular periodical title consult the P.O.S.T list at the Reference Desk or in the Periodical/Microforms area, 2nd floor. To locate periodical articles on particular subjects it is necessary to use the indexes and abstracts available in the Reference Area.

Listed below is a selection of periodical index titles that are especially helpful in the field of cinema studies:

Access, 1978- Useful for regional information on the film industry, as well as reviews from such periodicals as The Village Voice, American Film, San Francisco, California, and Interview.

Art Index, 1929- Under the heading "motion pictures" are listed many subjects and film reviews from a large source of specialized film journals, e.g., American Film, Film Comment, Film Quarterly, Films and Filming, and Sight and Sound.

PERIODICALS, Cont'd

Arts and Humanities Citation Index, 1977- Covers scholarly journals and includes reviews. Also useful is the Social Sciences Citation Index. (Citation indexes list by author all the references found in footnotes and bibliographies of the articles indexed. The Permuterm volume lists every key word which appears in the title of each article indexed.)

Business Index, Microfilm reader listing recent articles in business journals and newspapers. Useful for research on the motion picture industry.

Business Periodicals Index, 1958- Helpful for locating articles on advertising, marketing, public relations and other aspects of the motion picture industry.

CBS News Index, 1976- Subject and personal name index to CBS television news broadcasts. Particularly useful for locating interviews with film personalities as well as film reviews. Transcripts of the broadcasts are on microfiche on the 2nd floor of the library in the microforms area.

ERIC, 1956- Index to education-related reports.

Essay and General Literature Index, 1900- Indexes essays and chapters of books on all subjects. Many subjects are indexed under "moving pictures."

Film Literature Index, 1973- Subject and author index to international film literature.

Film Review Index, v.1: 1882-1949.
Comprehensive index to reviews for films produced between 1882-1949.

Humanities Index, 1974- Particularly useful for doing research on genres and the psychological and sociological aspects of film aesthetics.

Infotrac, A computerized index which covers a wide range of fields, especially useful for the business and entertainment aspects of films and film reviews from popular magazines.

International Index to Film Periodicals, 1972- Comprehensive index to international film journals.

Los Angeles Times Index, 1972- Excellent source for information about Hollywood and the motion picture industry.

MLA Bibliography, 1921- Useful for locating scholarly articles and books dealing with film.

Magazine Index, Microfilm reader listing recent articles in a wide range of popular magazines. Good source for film reviews from popular magazines.

PERIODICALS, Cont'd

National Newspaper Index, Microfilm reader listing recent articles in the Christian Science Monitor, Los Angeles Times, New York Times, Wall Street Journal and Washington Post.

New York Times Index, 1851- Valuable source for information about films and filmmaking.

Newsbank: Review of the Arts, 1979- Film and Television Volumes. Newspaper reviews of films, books, plays, art exhibits, concerts, television programs and interviews compiled from 190 newspapers in 130 major U.S. cities and reproduced in their entirety on microfiche. The printed index lists material according to subject, personal name and film title. The actual microfiche reviews are on the 2nd floor of the library in the Microforms Area.

Psychological Abstracts, 1927- Useful for locating articles from scholarly journals dealing with the psychological aspects of films.

Readers' Guide to Periodical Literature, 1900- Helpful for locating film reviews and articles of general interest from popular magazines.

Social Sciences Index, 1974- Helpful for locating journal articles dealing with the sociological and political aspects of films.

FILM REVIEWS

Reviews of films often appear in periodicals and newspapers as soon as the film is released. To locate reviews consult the following periodical indexes found in the Reference Area:

Access - look under the title of the film
Art Index - "Motion Picture Reviews - Single Works"
Arts and Humanities Citation Index - title of the film
CBS News Index - "Motion Pictures--Reviews"
Film Literature Index - title of the film
Film Review Index - title of the film
Infotrac - title of the film
International Index to Film Periodicals - title of the film
Magazine Index - title of the film
National Newspaper Index - title of the film
New York Times Index - "Motion Pictures"
Newsbank: Review of the Arts - title of the film
Readers' Guide to Periodical Literature - "Motion Picture Reviews-Single Works"
Times (London) Index - "Films"

FILM REVIEWS, Cont'd

The following newspapers/periodicals have cumulated and indexed their own reviews:

Ref
PN
1995
N4
New York Times Film Reviews, 1913- . New York: New York Times & Arno Press.
Ongoing set contains all the film reviews which have appeared in the New York Times since 1913 with indexes by film titles and personal names.

Ref
PN
1995
V34
Variety Film Reviews. New York: Garland Pub.
Ongoing series contains all the film reviews from Variety since 1907. Separate volume for index.

Ref
PN
1995.9
S26
V37
1985
Variety's Complete Science Fiction Reviews. Edited by Donald Willis. New York: Garland, 1985.

Several books index film reviews that originally appeared in periodicals. To locate these books consult the subject card catalog using the subject heading "Moving Pictures--Reviews." The books listed on p. 2 of this bibliography under the heading "BIBLIOGRAPHIES' plus the following may be useful:

Ref
PN
1995
H4
Heinzkill, Richard. Film Criticism: An Index to Critics Anthologies. Metuchen, NJ: Scarecrow Press, 1975.

Ref
PN
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The International Dictionary of Films and Filmmakers. Edited by Christopher Lyon. Chicago: St. James Press, 1984. 4 vol.

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Part IV
Salem, James M. A Guide to Critical Reviews. Metuchen, NJ: Scarecrow Press, 1966- . Part IV: The Screenplay, 2 vol and suppl.
Bibliography of critical reviews of films covering the years 1927-1980.

Ref
PN
1995
S426
Selected Film Criticism. Edited by Anthony Slide. Metuchen, NJ: Scarecrow Press, multivol.
Several volumes cover various decades, starting with 1896. Contains contemporary film reviews from periodicals reproduced in their entirety.

## GENERAL HISTORIES

Ref PN 1993.5 A1 K6 1978
Knight, Arthur. The Liveliest Art: A Panoramic History of the Movies. New York: Macmillan Publishing Company, Inc., 1978.

Ref PN 1993.5 A1 R56 1981
Robinson, David. The History of world Cinema. 2nd ed rev. New York: Stein and Day, 1981.

## BIOGRAPHICAL SOURCES

In addition to the following sources which provide biographical material on film personalities, consult the Bibliographies & Research Guides #21, Biography. (Request it at the Reference Desk.)

Ref PN 1998 A2 C657 1983
Coursodon, Jean-Pierre. American Directors. New York: McGraw-Hill, 1983. 2 vol.

Ref PN 1993.45 H3
Halliwell, Leslie. Halliwell's Filmgoer's Companion. New York: Charles Scribner's Sons, periodically updated.

Ref PN 1997.8 I577 1984x
International Dictionary of Films and Filmmakers. Edited by Christopher Lyon. Chicago: St. James Press, 1984 - . 4 vol.

Ref PN 1998 L24 1984
Langman, Larry. A Guide to American Screenwriters: The Sound Era, 1929-1982. New York: Garland Pub., 1984. 2 vol.

Ref PN 1583 M37 1981
McNeil, Barbara. Performing Arts Biography Master Index. 2nd ed. Detroit, MI: Gale Research Co., 1981.

BIOGRAPHICAL SOURCES, Cont'd

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1993.5
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Monaco, James. Who's Who in American Film Now. Rev. Ed. New York: New York Zoetrope, 1986.
Lists credits for writers, producers, directors, actors, set and costume designers, editors, stunt people, cinematographers, etc.

Ref
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P4
Perry, Jeb. H. Variety Obits: An Index to Obituaries in Variety, 1905-1978. Metuchen, NJ: Scarecrow, 1980.

DIRECTORIES

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1993.5
U77
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Benson, Schmuel. The Producer's Masterguide. New York: New York Production Manual, 1985.
State-by-state requirements and special features for producing films, commercials, video and television programs. General production information about insurance, copyright, unions, guilds, and awards.

Ref
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1998
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D52
Director's Guild of America. Directory of Members. Hollywood, CA: Director's Guild of America, annual.

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H6
The Hollywood Reporter Studio Blu-Book. Hollywood, CA: Hollywood Reporter, Inc., 1985.
Directory of Los Angeles area film associations, organizations and services, e.g. casting and talent agencies, entertainment attorneys, market research companies, film equipment facilities.

Ref
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The Reel Directory. San Francisco: San Francisco Film/Tape Council, annual.
Northern California directory of persons, organizations, services, and equipment for film, video and multi-media.

Ref
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SF 411: The Professional Reference for Film and Tape Production in Northern California. San Francisco: D. Hissong, annual.

YEARBOOKS

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1993
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Annual Index to Motion Picture Credits. Westport, CT: Greenwood Press, annual.

YEARBOOKS, Cont'd

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1993.3
F555 The Film Year Book. Edited by Al Clark. New York: Grove Press, annual.

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I544 International Film Guide. London: Tantivy Press, annual.

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I55 International Motion Picture Almanac. New York: Quigley Publishing Co., annual.

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M34 Magill's Cinema Annual. Englewood Cliffs, NJ: Salem Press, annual.

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D3 Screen World. New York: Crown Publishers Inc., annual.

CONTESTS, GRANTS, CAREER AND EDUCATIONAL INFORMATION

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1980 American Film Institute. Guide to College Courses in Film and Television. 7th ed. Princeton, NJ: Peterson's Guides for the American Film Institute, 1980.

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G3 Gadney, Alan. Gadney's Guide to 1800 International Contests, Festivals and Grants: In Film and Video, Photography, TV-Radio Broadcasting, Writing, Poetry, Playwriting, Journalism. Glendale, CA.: Festival Pubs, 1978.

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K3 Katz, Judith A. The Business of Show Business: A Guide to Career Opportunities Behind the Scenes in Theatre and Film. New York: Barnes & Noble, 1981.

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G7 National Directory of Grants and Aid to Individuals in the Arts. Washington, D.C.: WIAL, 1983.

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Penney, Steve. How to Get Grants To Make Films. Santa Barbara, CA: Film Grants Researcn, 1978.

MISCELLANEOUS REFERENCE SOURCES

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Emmens, Carol A. Short Stories on Film and Video. 2nd ed. Littleton, CO: Libraries Unlimited, 1985.

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Enser, A.G.S. Filmed Books and Plays: A List of Books and Plays From Which Films Have Been Made, 1928-1983. Aldershot, England: Gower, 1985

Ref
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Leff, Leonard J. Film Plots: Scene-By-Scene Narrative Outlines for Feature Film Study. Vol. 1. Ann Arbor, MI: The Perian Press, 1983.

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Pickard, Roy. The Oscar Movies From A-Z. London: F. Muller Ltd., 1982.

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Robertson, Patrick. Movie Facts and Feats: A Guiness Record Book. New York: Sterling Publ. Co., 1980.

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S28x
Scriptwriters Market. Hollywood, CA.: Joshua Publ. Co., updated periodically.

SCREENPLAYS

To locate a specific screenplay check the AUTHOR/TITLE card catalog or BOOKFINDER looking under either the film title or screenwriter.

If you wish to see which screenplays are available in the J. Paul Leonard Library, look in the SUBJECT card catalog under the heading "MOVING-PICTURE PLAYS" or "MOVING-PICTURE SCRIPTS." Under the subject "MOVING-PICTURE PLAYS" are listed film scripts which contain only the actors' speeches and brief directions (i.e., a "reading script"). There are far more film scripts listed under the subject "MOVING-PICTURE SCRIPTS." These works contain extensive directions for the production of the film (i.e., a "working script" or "movie prompt book").

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# COMPUTER SCIENCE

BIBLIOGRAPHIES & RESEARCH GUIDES: #47 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

The following bibliography is a selective guide to information sources in the J. Paul Leonard Library.

## BOOKS

Reference and circulating books are listed by both author and title in the AUTHOR/TITLE Catalog and by subject in the SUBJECT Catalog. The *Library of Congress Subject Headings (LCSH)* (located adjacent to the SUBJECT Catalog) serves as a guide to the subject headings used in the SUBJECT Catalog. For help with AUTHOR/TITLE or the SUBJECT Catalog, ask at the Information or Reference Desks.

The following is a sample list of some relevant subject headings:

Artificial intelligence
Business—Data processing
Computer-assisted instruction
Computer graphics
Computers (with many sub-headings)
Copyright—Computer programs
Data base management
Electronic data processing
Expert systems (Computer science)
Information storage and retrieval systems
Management information systems
Microcomputers
Programming languages (Electronic computers)
Robotics
Word processing

The names of specific computers, programs, and programming languages may also be used as subject headings, e.g. IBM 360 (Computer); LOTUS 1-2-3 (Computer Program); COBOL (Computer Program Language).

If you know the author or title of a book you can look it up on the Book Finder computer terminals located at the Information Desk and in the Card Catalog area. The Book Finder terminal will tell you if a book is in a special library location, such as the Reserve Book Room (RBR) or if it is checked out.

## DICTIONARIES, HANDBOOKS AND ENCYCLOPEDIAS

Ref QA 76.15 E48 1983
Ralston, Anthony and Reilly, Edwin D. Jr., eds. *Encyclopedia of Computer Science and Engineering.* 2nd ed. New York: Van Nostrand Reinhold, 1983.
Covers computer history, the industry, the profession and professional education, programming languages, computer and program architecture, structure-based and access-based systems, artificial intelligence, graphics, simulation, and applications. Offers easy access for the nonspecialist.

Ref QA 76.15 R67 1984
Rosenberg, Jerry Martin. *Dictionary of Computers, Data Processing, and Telecommunications.* New York: John Wiley & Sons, 1984.

Ref QA 76.5 H3544 1984
Seidman, Arthur H. & Flores, Ivan, eds. *The Handbook of Computers and Computing.* New York: Van Nostrand Reinhold, 1984.
Discusses developments in components, devices, hardware systems, languages, software systems and procedures. Articles are technical in nature and written for the computer science professional and student.

DICTIONARIES AND ENCYCLOPEDIAS, Cont'd

Ref QA 76.15 S5 1985
Sippl, Charles J. Computer Dictionary. 4th ed. Indianapolis, IN: H.W. Sams, 1985.
A dictionary of basic computer terminology, includes micro, mini and mainframe, robotics, artificial intelligence, factory and automation terms.

Ref QA 76.15 S67 1986
Spencer, Donald D. The Illustrated Computer Dictionary. 3rd ed. Columbus, OH: Merrill Publ., 1986.
Concise presentation of the most commonly used terms in computer science and information processing. Also included are computer organizations, brief biographies, definitions of programming languages and descriptions of computers.

Ref QA 76.15 S674 1985
Spencer, Donald D. Spencer's Computer Dictionary For Everyone. 3rd ed. New York: Charles Scribner's Sons, 1985.
Written in clear, easy-to-understand language.

Ref PN 6231 E4 H3 1983
Steele, Guy L., Jr. and others. The Hacker's Dictionary: A Guide to the World of Computer Wizards. New York: Harper & Row, 1983.
Dictionary of computer slang.

Ref QA 76.15 W7
Withall, Claude P. Computer Acronyms, Abbreviations, Etc.. New York: Petrocelli Books Inc., 1981.
Covers computer and cummunications fields.

For additional dictionaries and handbooks look in the SUBJECT catalog under the specific subject and subheadings such as: -DICTIONARIES or HANDBOOKS, MANUALS, ETC. For example:

Computers--Handbooks, Manuals, etc.
Information storage and retrieval systems--Dictionaries
Electronic data processing--Dictionaries.

COMPUTING MILIEU

Ref HD 9696 A3 U53178 1985
Computer and Business Equipment Manufacturers Association. Computer and Business Equipment Marketing and Forecast Databook. Hasbrouck Heights, NJ: Hayden Book Co., 1985.
Describes growth and projected trends in the computer and business equipment industry. Reviews the performance of the industry's top 100 companies.

Ref QA 76.215 H67 1983
Horner, Ken. Guide to Computer Installations in Northern California. Palo Alto, CA: DP Index Co., 1983.
Identifies computer installations in Northern California. Lists company name, address, number of DP personnel, name of DP manager, computers and peripherals. Indexes by city and computer.

COMPUTING MILIEU, Cont'd

Ref
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C6
S38
1984
Scott, Michael D. Computer Law. New York: John Wiley & Sons, 1986-. Updates irregular.
Summary and analysis of the current laws affecting the computer industry and users.

APPLICATIONS

Data Communications, Robotics, Computer Graphics, Computer-Assisted Design (CAD) and Computer-Assisted Manufacture (CAM)

Ref
T
385
C574
1984
Computer Graphics Directory. San Francisco: Computer Graphics World, 1984.
Directory of computer graphics suppliers.

Ref
TS
155.6
I57
1985
Flora, Philip C., ed. International CAD/CAM Directory. Blue Ridge Summit, PA: TAB Books, 1985.
Describes software for automating all types of manufacturing and design functions.

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1986
Flora, Philip C., ed. International Computer-Aided Design (CAD) Directory. Blue Ridge Summit, PA: TAB Books, 1986.
Detailed descriptions of computer-aided design systems, peripherals and components.

Ref
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1985
Lewell, John. A-Z Guide to Computer Graphics. New York: McGraw-Hill, 1985.
Discusses computer topics, reviews companies prominent in the industry, and defines computer-related terms. Not overly technical.

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P73
1985
Preston, Edward J., Crawford, George W., and Coticchia, Mark E. CAD/CAM Dictionary. New York: Marcel Dekker, 1985.
List of acronyms, buzz words, and terms of interest to persons involved in CAD/CAM evaluation.

Ref
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Robotics, CAD/CAM Market Place. New York: Bowker. Annual.
Lists books, proceedings, magazines, associations, research institutes, conferences, online databases, consultants, and products in the robotics and computer-aided design and manufacture field.

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TK
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S52
1985
Silveria, Terry, Nath, Sanjiva K., and Hogg, Edward. Buyer's Guide to Modems & Communications Software. Blue Ridge Summit, PA: TAB Books, 1985.
Explains in nontechnical terms how microcomputer telecommunications works. Lists and reviews available modems, contains a glossary.

APPLICATIONS, Cont'd

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W35
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Waldman, Harry. Dictionary of Robotics. New York: MacMillan, 1985.
Describes robot systems, action and hardware.
Illustrated.

Online and Information Technology

Ref
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C66
1985
Computer-Readable Databases. Chicago: American Library Association, 1985. 2 vols.
Lists publicly available databases that can be processed on tape, disc or other media. Covers all subjects.

Ref
QA
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1985
Edelhart, Mike and Davies, Owen. Omni Online Database Directory, 1985. New York: Collier Books, 1985, c1984.
Discusses databases and searching in general, describes and reviews over 1000 databases, profiles venders.

Ref
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H67
1984
Howitt, Doran and Weinberger, Marvin I. Inc. Magazine's Databases: Your Guide to Online Business Information. New York: Garland Pub., 1984.
Provides tips on searching, vendor services, how to get online, and descriptions of business databases. For both the novice and the experienced searcher.

Ref
Z
1006
L66
1982
Longley, Dennis and Shain, Michael. Dictionary of Information Technology. New York: John Wiley & Sons, 1982.
Defines terms from printing and publishing, computers and databases, computer networks and communications, videotext and microelectronics, word processing and business systems.

Ref
Z
674.3
E52
1982
Schmittroth, John. Encyclopedia of Information Systems and Services. 5th ed. Detroit, MI: Gale Research Co., 1983.
A guide to organizations, systems and services that use computers and related technologies to produce and/or provide access to information in any format in any subject area.

Software

Ref
QA
76.5
W495
1985
Brand, Stewart, ed. Whole Earth Software Catalog For 1986. Garden City, NY: Quantum Press/Doubleday, 1985.
Identifies and comparatively describes personal computer products -- especially software.

Software, Cont'd

Ref HF 5439 C67 J69 1984 Joyce, Dennis and Pickering, John Earl. The Software Writer's Marketplace. Philadelphia, PA: Running Press, 1984. Lists 500 companies who purchase software from independent suppliers. Identifies the type of software each company wants, operating system it works with, method of purchase, software rights, contact person, telephone number and response time. Authors also discuss how to develop a program and write a users manual.

Ref HD 9696 C6 P76 1984 Programmer's Market. Cincinnati, OH: Writer's Digest Books, 1984. Lists software publishers of books and magazines who publish freelance programming.

Ref QA 76.8 12594 R27x 1984 The Ratings Newsletter. Wynnewood, PA: Software Digest, 1984- , Updated monthly. Each issue focuses on a particular kind of software or peripheral and compares available products.

Ref HF 5548.2 S634 1985 The Software Catalog. Business Software. 2nd ed. New York: Elsevier, 1985. Complete details for over 7000 programs are given. Indexes include computer and operating systems, programming languages, microprocessors, applications, keyword, and program name.

Ref QA 76.5 S63x 1985/86 The Software Encyclopedia. New York: Bowker, 1985. 2 vols. Lists over 22,000 microcomputer software packages. Includes applications, title and publisher indexes.

Ref QA 76.75 S64 Software Reviews on File. New York: Facts on File, 1985-. Updated monthly. Monthly selection of reviews of business, communications, computers, education, games and personal software.

Datapro Services

The Datapro Report Services provide the information professional and manager with the information to select, evaluate and acquire equipment and services, to develop a broad overview of the field and to maintain an awareness of recent developments. Each service provides directories of suppliers/vendors, product reports, user ratings and comparison charts. Our subscriptions entitle our patrons to the assistance of Datapro's Telephone Consulting Department. There is no charge for the service. However, you must pay for the telephone call. The telephone number is (609) 764-0100 or Telex (84-3392).

Datapro Services, Cont'd

Datapro Directory of Microcomputer Software. 1982-. Updated monthly.
(Ref QA 76.6 D37x)

Datapro Directory of Small Computers. 1981-. Updated monthly.
(Ref QA 76.5 D27x)

Datapro Management of EDP Systems. 1981-. Updated monthly.
(Ref HF 5548.2 E36x)

Datapro Reports on Data Communications. 1986-. Updated monthly.
(Ref HD 9696 D38 D383x)

Datapro Reports on Information Security. 1985-. Updated monthly.
(Ref QA 76.9 A25 D3x)

Datapro Reports on Minicomputers. 1981-. Updated monthly.
(Ref QA 76.5 D352x)

Datapro Reports on Office Automation. 1980-. Updated monthly.
(Ref HF 5548 D37x)

Datapro Reports on Word Processing. 1986-. Updated monthly.
(Ref HF 5547.5 D38x)

Datapro 70: The EDP's Buyer's Bible. 1981-. Updated monthly.
(Ref QA 76.5 D27x)

## SUBJECT GUIDES TO ARTICLES: ABSTRACTS AND INDEXES

To locate periodical articles on a particular subject, use the indexes and abstracts available in the Reference Area. Listed below is a selection of periodical indexes that are especially helpful in the fields of computer and information science.

Applied Science and Technology Index, 1958- .
Covers engineering, computer, mathematics, and physics periodicals on the technical aspects of how computers work and how languages are constructed.

Business Index, current three years.
Covers computer and computer products industry or the use of computers in business.

Computer & Control Abstracts, 1979- .
Organized by subject and author. Covers computer-oriented journals, technical reports, books, dissertations, and conference proceedings on computer-related topics. Particularly useful for finding material on the technical aspects of how computers work and languages are constucted.

Computer Contents, current year only.
Reproduces the table of contents from over 250 computer, electronic and telecommunications periodicals. Emphasis is on products, services, companies, and people in the computer, electronic and telecommunications industries.

SUBJECT GUIDES TO ARTICLES: ABSTRACTS AND INDEXES, Cont'd

Computer Literature Index, 1980- .
Emphasis on the data processing literature. Especially useful for locating articles on computer applications in other disciplines by using the subject heading, "Applications.", eg. Applications-Education or Applications-Psychology.

Computer Software/Hardware Index, 1985- .
Indexes reviews of computer software and hardware that have appeared in periodicals and books, and to printed programs that can be typed into a computer.

Computing Reviews, 1960- .
Provides reviews of publications (journal articles, textbooks, and conference proceedings) in the computing sciences. Emphasis is on machine aspects such as hardware and software but there are citations to material on the mathematics of computation, functions, and applications to natural sciences, engineering and humanities. The ACM Guide to Computing Literature is published annually and serves as an enhanced index to Computing Reviews. Excellent source for learning about material published by the Association for Computing Machinery (ACM).

Electrical and Electronics Abstracts, 1979- .
Useful as a supplement to Computer & Control Abstracts when searching for material on circuitry, semiconductors, and communications.

Information Science Abstracts, 1969- . (Formerly Documentation Abstracts (1968))
Lists articles on documentation, libraries and information services, information systems and applications, information generation, reproduction and distribution, information recognition and description, information storage and retrieval, and user and usage studies.

Microcomputer Index, current four years only.
Provides citations to articles from popular microcomputer magazines. Arranged by subject. Separate product name index is included in each issue. Also includes citations to reviews of software, hardware, and books.

To determine if the library has a particular periodical title, consult the P.O.S.T. list at the Reference Desk or the in the Periodical/Microforms area, 2nd floor.

INTERLIBRARY LOAN (ILL)

If our library does not have the periodical you need, you may be able to get a photocopy of the article from another CSU library or U.C. Berkeley. For more information, as at the Interlibrary Loan Desk next to tne main Circulation Desk on tne 1st floor.

## COMPUTER LITERATURE SEARCHING

Ask at the Reference Desk about arranging for a computerized literature search. This service will cost you money. See Information Guide #12 for more information. For most student papers, a computer search is too costly for the return, and a personal search through the printed indexes will do just as well. Computer searching is most wortnwhile for unusual or extensive research projects that are not easily searched through standard subject headings.

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compsc:mar87

# CORPORATIONS, STOCKS AND INDUSTRIES

BIBLIOGRAPHIES & RESEARCH GUIDES: #16 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

The following is a selective guide to sources of information in the J. Paul Leonard Library

## Background on Publicly-Owned Corporations & Stocks

Moody's Manuals (Ref HG 4961 area in Ref Stacks)
Standard and Poor's Corporation Records (Ref HG 4751 S785c)
Walker's Manual of Western Corporations and Securities (Ref HG 5128 C2W2)
Moody's Handbook of Common Stocks (Ref HG 4501 M59)
Moody's Handbook of OTC Stocks (Ref HG 4501 M58)
Standard and Poor's OTC Profiles (Ref HG 4501 S444)
Standard and Poor's Stock Reports (Ref HG 4905 .S44, .S443 and .S444)
Unlisted Market Guide (Ref HG 4916 U54)
Value Line Investment Survey (Periodicals)

*Everybody's Business* (Ref HD 2785 E88) provides a consumer/public interest perspective on companies.

## Annual Reports and 10-K Reports

Publicly-owned corporations must issue financial statements (annual reports) to stockholders and file more detailed "10-K" reports with the Securities and Exchange Commission. The Reference Special Resources File includes copies of annual reports for major U.S. and California companies. In addition, annual reports are available on microfiche for most publicly held U.S. corporations, and 10-K reports are available on microfiche for the Fortune 500 companies. These microfiche files are housed next to the Special Resources File.

## Industry Surveys/Ratios

Forbes "Annual Report on American Industry" (January) (Periodicals)
Predicasts Basebook (HB 3730 P65) and Predicasts Forecasts
Standard and Poor's Industry Survey (Ref HC 106.6 S74)
U.S. Industrial Outlook (Ref and Gov't Pubs)
Almanac of Business and Industrial Financial Ratios (Troy) (HF 5681 R25 T68, Reserve)
Dun and Bradstreet. Industry Norms and Key Business Ratios (HF 5681 R25 I52x, Reserve)
Dun and Bradstsreet. Key Business Ratios (HD 2771 D87, Reserve)
Financial Studies of the Small Business (HD 2346 U5, Reserve)
Quarterly Financial Report for Manufacturing, Mining and Trade Corporations (Gov't Pubs)
R(obert) M(orris) A(ssociates) Annual Statement Studies (HF 5681 B2 R6, Reserve)
Standard and Poor's Analysts Handbook (Ref HG 4519 S772)

## Magazine and Newspaper Articles/Indexes

Magazine and newspaper articles are a primary source of information about companies and industries; indeed, they are almost the only source of information about privately-owned companies. In order to locate magazine or newspaper articles, it is necessary to use the indexes located in the Reference Area. The most useful indexes are:

Accountants Index, 1944-
Area Business Databank, July 1983-1985
Business Index, 1979-
Business Periodicals Index, 1958-
Business Publications Index and Abstracts, 1983-1985
Predicasts F & S Index — U.S., 1962-; Europe, 1979-; International, 1979-
InfoTrac, 1982-
Newspaper Index, 1979-
Predicasts Forecasts, 1982, Oct. 1983-
PROMT (Predicasts Overview of Markets and Technology), 1983-
Public Affairs Information Service Bulletin, 1915-
Statistical Reference Index (Gov't Pubs), 1980-
Wall Street Journal Index, 1958-



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Stock and Bond Price Information in Tabular Form

Standard and Poor's Stock Guide (Ref HG 4751 Ss)
Standard and Poor's Bond Guide (Ref HG 4651 Sb)
Moody's bond Record (Ref HG 4905 M78)

Stock Performance Charts

Trendline: Current Market Perspective (Ref HG 4751 St)

Dividend Information

Moody's Dividend Record (Ref HG 4908 M66x)
Standard and Poor's Dividend Record (Ref HG 4908 S77)

Stock and Bond Price Indexes

Dow Jones Averages, 1885-1980 (Ref HG 4915 D64)
Standard and Poor's Statistical Service: Security Price Index Record & Current Statistics (Ref HC 101 S75x)

Current stock and bond prices and price indexes can be found in the *Wall Street Journal*, *Barron's*, *The Outlook*, *Commercial and Financial Chronicle*, *Investor's Daily* and *Media General Financial Weekly*.

Weekly Advisory Services

Credit Week (Standard and Poor's) (Ref HG 4501 S7662)
The Outlook (Standard and Poor's) (Periodicals)
Moody's Bond Survey (Ref HG 4651 Mb)
Value Line Investment Survey (Periodicals)
Wall Street Transcript (Periodicals) (brokerage house reports)

Investment Companies (Mutual Funds)

Wiesenberger Financial Services. Investment Companies (Ref HG 4497 W47)

Compendia

Dow Jones Investor's Handbook (Ref HG 4921 D66)
Dow Jones — Irwin Business and Investment Almanac (Ref HF 5003 D68a)
Glenn G. Munn's Encyclopedia of Banking and Finance (Ref HG 151 M8)
New York Stock Exchange. Fact Book (Ref HG 4571 N56)

Directories (addresses, executives, sales,products, no. of employees, etc.)

The following are some of the major directories available:

America's Corporate Families: the Billion Dollar Directory (Ref HG 4057 A147)
California Manufacturers Register (Ref T 12 C15)
Contacts Influential (San Francisco, Oakland, East Bay, Peninsula, South Bay) (Ref HG 54 C759)
Million Dollar Directory (Dun and Bradstreet) (Ref HC 102 D8)
Principal International Businesses (Ref HF 54 U5 P74)
Standard and Poor's Register of Corporations, Directors and Executives (Ref HG 4057 A4)
Standard Directory of Advertisers (Ref HF 5805 S7)
Thomas' Register of American Manufacturers (Ref T 12 T6)
Ward's Business Directory of Largest U.S. Corporations (Ref HG 4057 W37x)

Statistics

The Reference Desk has numerous sources of statistical and other factual material related to business. Please ask a librarian for assistance with statistics or any other research problem. The Government Publications Department on the fourth floor has the most comprehensive statistics collection; please ask for assistance in that department.

Books

To locate books about a company or an industry, please check the Subject Catalog.

# COSTUME AND FASHION

SAN FRANCISCO STATE UNIVERSITY

BIBLIOGRAPHIES & RESEARCH GUIDES: #12 J. PAUL LEONARD LIBRARY

The following bibliography is a selective guide to information sources in the J. Paul Leonard Library.

## CARD CATALOG

Use the main card catalog on the 1st floor of the library to locate books. It is a divided catalog, with AUTHORS and TITLES listed in one section, and SUBJECTS in another.

Examples of subject headings to use for costume, fashion and related areas include:

| | |
|---|---|
| Clothing and dress | Fashion |
| Costume | May also be used as sub-headings: |
| Costume — History | Advertising — Clothing and dress |

The *Library of Congress Subject Headings* located near the Subject Catalog at the Reference Desk serves as a guide to relevant subject headings and subheadings.

## BASIC REFERENCE WORKS

### Dictionaries and Encyclopedias

Ref
TT
503
C34

Calasibetta, Charlotte. *Fairchild's Dictionary of Fashion*. New York: Fairchild, 1975.
Dictionary of terms; biographical sketches with photos of fashion designers from various countries.

Ref
fTS
1445
A18
1980

*Encyclopedia of Textiles*. 3rd ed. Englewood Cliffs, N.J.: Prentice-Hall, 1980.
Well-illustrated sourcebook on textiles, including history and origins, manufacturing and finishing processes, color and dyes, printing; also includes dictionary of textile terms.

Ref
TS
1765
G56x

Gioello, Debbie Ann. *Profiling Fabrics: Properties, Performance & Construction Techniques*. New York: Fairchild, 1981.
Arranged by types of fabrics, each section includes: photo detail of fabric; photos of draped fabric; information on the properties of the fabric; and recommended construction aids and techniques. Includes bibliography, list of textile periodicals and trade/professional associations.

Ref
TS
1309
H25

Hardingham, Martin. *Illustrated Dictionary of Fabrics*. London: Studio Vista, 1978.
Explanations of types of plant fibres and man-made fibres; includes list of obsolete fabrics; bibliography.

Ref
GT
511
H38

Harrold, Robert. *Folk Costumes of the World*. Poole, Dorset, England: Blandford Press, 1978.
One volume illustrated source offering 1-2 page descriptions of traditional costumes from countries throughout the world; also includes a general essay on the development of costume.



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BASIC REFERENCE WORKS (Cont'd)

Ref
TS
1309
L743
1973

Linton, George E. The Modern Textile and Apparel Dictionary. 4th revised enlarged ed. Plainfield, NJ: Textile Book Service, 1973.
Brief explanations of textile terms.

Ref
TT
503
P5
1973

Picken, Mary Brooks. The Fashion Dictionary: Fabric, Sewing and Apparel As Expressed in the Language of Fashion. Revised and enlarged edition. New York: Funk & Wagnalls, 1973.
Dictionary of fashion terms; offers short definitions, line drawings, and a section with illustrations.

Ref
GT
507
W5

Wilcox, R. Turner. The Dictionary of Costume. New York: Charles Scribner's Sons, 1969.
Short definitions of costume terms, profusely illustrated with line drawings. Devotes several pages to drawings of particular garments showing chronologically the change of styles.

Ref
TS
1309
F1
1979x

Wingate, Dr. Isabel B. Fairchild's Dictionary of Textiles. 6 ed. New York: Fairchild Publications, 1979.
Dictionary of specialized terms related to textile fabrics and yarns.

Ref
GT
507
Y37

Yarwood, Doreen. The Encyclopedia of World Costume. New York: Charles Scribner's Sons, 1978.
One volume source defines terms related to fashion and costumes throughout the world. Some terms are briefly defined while others are given lengthy descriptive essays supplemented by line drawing illustrations.

Directories

Ref
TT
515
L16

Lambert, Eleanor. World of Fashion: People, Places, Resources. New York: R.R. Bowker, 1976.
Arranged by country, offers a synopsis of the fashion industry, biographical sketches of designers and information on educational institutions, fashion archives, publications, trade associations and organizations.

## Biographical Sources

Index Table — Current Biography. New York: H.W. Wilson, 1940- .
Monthly (except December), cumulated annually. Valuable source for biographies; also includes photograph, address, and additional references. Emphasis on Americans. "Classification by Profession" index at back of annual volume is highly useful.

Ref
TT
505
A1
S73x — Stegemeyer, Ann. Who's Who in Fashion. New York: Fairchild, 1980.
Biographical sketches of contemporary fashion designers.

## Bibliographies

Index Table — Bibliographic Index. New York: H.W. Wilson, 1937- .
Published April and August with annual cumulations. An index to bibliographies published separately and in books and periodicals.

Ref
Z
5691
K47 — Kesler, Jackson. Theatrical Costume: A Guide to Information Sources. New York: Gale, 1979.
Subject guide to books about costume, including sections on reference works, theatrical costume, historical costumes from different countries, accoutrements, theory and psychology of fashion, etc.

Ref
Z
5691
B45
1965
v. 1&2 — Lipperheide, Franz Joseph. Katalog der Lipperheideschen Kostumbibliotek. Berlin: Gebr. Mann, 1965.
Catalog of the book collection from the Lipperheide costume library. Lists mainly historical texts. Catalog is in German but annotations are in the language of the cited souce (e.g., German, French, Italian, a few in English, etc.).

A bibliography is often included at a end of a book or scholarly journal article. This is one of the best sources for building a bibliography for your own research needs.

## NEWSPAPER AND PERIODICAL INDEXES AND ABSTRACTS

Located in alphabetical order in the Reference Area, 1st floor of the library, indexes and abstracts provide you with subject access to periodical and newspaper articles. The indexes you use depend on what aspect of costume or fashion you are working on.

NEWSPAPER AND PERIODICAL INDEXES AND ABSTRACTS (Cont'd)

America: History and Life, 1964-
Applied Science and Technology Index, 1958-
Art Index, 1929-
Artbibliographies Modern, 1971-
Arts and Humanities Citation Index, 1977-
Biography Index, 1946-
Business Index, 1979-
Business Periodicals Index, 1958-
Business Publications Index and Abstracts, 1983-
Chemical Abstracts, 1907-
Clothing Index, 1970-
Consumers Index to Product Evaluations and Information Sources, 1981-
Dissertation Abstracts International, 1956-
Education Index, 1929-
ERIC-Research in Education, 1966-74; Resources in Education, 1975-
F&S Index of Corporations and Industries 1962-
Historical Abstracts, 1955-
Home Economics Research Abstracts, 1966-68; 1972, 1973-78.
Magazine Index, 1979-
Newspaper Indexes:
- Los Angeles Times Index, 1972-
- National Newspaper Index, 1979-
- New York Times Index, 1851-
- San Francisco Chronicle Index, 1976-
- Times (London) Index, 1790-
- Wall Street Journal Index, 1958-
- Washington Post Index, 1984-

PAIS (Public Affairs Information Service Bulletin), 1915-
Psychological Abstracts, 1927-
Readers' Guide to Periodical Literature, 1900-
Rehabilitation Literature, 1950-55, 1957-
Social Sciences Citation Index, 1966-
Social Sciences Index, 1974-
Sociological Abstracts, 1953-

The subject headings used in the various indexes differ. Examples of headings for fashion and related areas include: Apparel, Clothing & Dress, Costumes, Fashion, Textiles, etc.

The periodicals and newspapers themselves are located on the 2nd floor of the library.

COMPUTERIZED LITERATURE SEARCHES

Computerized literature searching for articles and (in some cases) statistics and directory information is available. Ask at the Reference Desk about buying a computer search. For most student papers a computer search is too costly for the return and a personal search through the printed material will do just as well.

## HRAF (HUMAN RELATIONS AREA FILE)

A microfiche collection of original ethnographic source material to facilitate cross-cultural research, located in the Reference Area.

There are specific subject classifications for clothing, adornment and related areas.

For more information on HRAF ask for the guide How to Use HRAF (Bibliographies & Research Guides: #41), at the Reference Desk.

## PICTURE FILE

Located in the Teaching Resources Center, 5th floor, the file contains many different types of pictures. Filed by subject: use adjacent card file to determine appropriate subject headings.

## SPECIAL COLLECTIONS

Located on the 6th floor, Special Collections houses portfolios of origional renderings and reproductions of historical costumes. Use the card catalog, 1st floor, to obtain call numbers (a sticker located beneath the call number indicates a Special Collections item); then proceed to the 6th floor.

# CURRENT EVENTS AND NEWS SOURCES

BIBLIOGRAPHIES & RESEARCH GUIDES: #36 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

Locating current events and news information is not always the easiest task. Magazines, newspaper articles, and news digests are your best source of current information. However, it is necessary to realize that most of the indexes for these sources usually lag one to six months behind the actual printed publications. In other words, an event that happened during the previous month may be very difficult to track down. This bibliography is a selective guide to sources in the Library that can help you overcome the time gap problem and locate current events and news information. Most of the materials in this guide are located in the Reference, Periodicals, or Government Publications Areas. Location symbols are as follows:

| | |
|---|---|
| GP | Government Publications, 4th floor |
| PER | Periodicals/Microforms, 2nd floor |
| RI | Reference Indexes, 1st floor |
| RD | Reference Desk, 1st floor |
| RS | Reference Stacks, 1st floor |

## NEWSPAPERS

Current and back issues of newspapers are located on the 2nd floor near the Periodicals/Microforms Counter. The back issues are on microfilm. Newspapers are listed alphabetically by title on the list of periodicals and newspapers called P.O.S.T. which is located at the Reference Desk and on the Rotary Linedex located in the Periodicals/Microforms Area. P.O.S.T. and the Rotary Linedex indicate whether the Library keeps only current issues or whether it has back issues of the newspaper. If you are trying to find newspaper articles on an event that occurred recently (four weeks or less) you should go directly to the Current Periodicals Area and browse through the recent copies of the paper.

### Newspaper Indexes

The indexes to newspapers usually are published 6 to 12 weeks after the newspaper actually appears. The newspaper indexes listed below are located in the indexes and abstracts area in the Reference Area on the 1st floor.

*Christian Science Monitor Index*, 1960-

Not necessarily religious in nature, the *Christian Science Monitor* is extremely objective in its general news reporting. The Index covers stories from all four editions: Eastern, Mid-Western, Western, and New England through October 1983. SFSU subscribed to the Eastern edition. There is now only one edition of the newspaper, and it is available at SFSU. The Index is divided into subject and personal name sections.

*Los Angeles Times Index*, 1972 -

The *LA Times* provides extensive California as well as national news coverage. The Index is divided into subject and personal name sections.

*New York Times Index*, 1851 -

The *NY Times* provides the most comprehensive coverage of any American newspaper for national and international events. Each entry includes a brief abstract of the news story. The Index includes both subject and personal name entries.

*San Francisco Chronicle Index*, 1976 -

Good for local news coverage. Does not include non-news items such as recipes, household hints, hobbies, and travel. The Index is divided into subject and personal name sections.

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NEWSPAPER INDEXES, Cont'd

San Francisco Examiner
At this time there is no index to the Examiner It does not exist.

Times (London) Index, 1790-
The Index for the leading Bristish newspaper. Also covers the Times Literary Supplement, Sunday Times and Magazine, the Times Educational Supplement, and the Times Higher Education Supplement. The Index includes both subject and personal name entries. It is good for European as well as British news.

Wall Street Journal Index, 1958-
Although the Wall Street Journal is primarily concerned with business and economics, its general national news coverage is quite detailed. The Index is divided into "Corporate News" and "General News" sections and includes brief summaries of the events.

Washington Post Index, 1984-
Particularly good for political news.

Infotrac, latest 60 days
Indexes New York Times and Wall Street Journal. Prints out list of the references. Index lags 4 - 8 weeks behind reporting of the events.

National Newspaper Index, 1979-
Indexes the Late City and National editions of the New York Times. SFSU has the Late City edition. Indexes the Eastern and Western editions of the Wall Street Journal. SFSU has the Eastern edition. Indexes the Western edition of the Christian Science Monitor (through October 1983) - this edition is not available at SFSU. After October 1983 only one edition of the Christian Science Monitor exists - it is indexed in the National Newspaper Index and is available at SFSU. From 1982 - the Los Angeles Times and Washington Post are also indexed. A computerized version of this index is available through both our SEARCH HELPER and DIALOG computer search systems. NEWSEARCH, which indexes articles written during the last month, is also available on DIALOG and SEARCH HELPER. Ask at the Reference Desk for more information on the computerized search services.

Newsbank Review of the Arts, 1979-
Indexes selected newspaper articles from every state in the nation. The actual articles are reproduced on microfiche each month. The microfiche is located in the Microforms Area on the 2nd floor. The Index covers the following subject areas:
Literature - book reviews, interviews, publishing
Fine Arts & Architecture - painting, sculpture, artists, architecture, museums, crafts
Performing Arts - music, theatre, dance, recordings, live entertainment
Film and Television - movies, broadcast and cable TV, film festivals

## NEWS DIGESTS AND SUMMARIES

These sources give brief summaries of recent events two weeks to a month after the event occurred. They are all located in the Reference Indexes and Abstracts area on the 1st floor unless otherwise indicated.

African Recorder, 1962-
A digest of news events relating to African countries. Each issue is arranged in alphabetical order by country. Annual and semi-annual indexes are available. There is approximately a two month lag between the actual event and its appearance in the publication. The Recorder names the source of the information but does not give an exact ciation.

Asian Recorder, 1957-
A digest of news events relating to Asian countries. It is organized alphabetically by country and follows the same format as the African Recorder (see above).

Current Digest of the Soviet Press, 1949- Includes own index. Contains translations of articles from Soviet newspapers and magazines. Covers both Pravda and Izvestia. Published weekly. Located in the Periodicals area, 2nd floor. SFSU also subscribes to Pravda in English translation. Reprints from the Soviet Press and World Affairs Report (digests Soviet and Western news about Soviet policy and attitudes; includes interpretive (non-objective) analysis).

Editorials on File, 1981-
Reprints editorials and editorial cartoons from approximately 140 U.S. and Canadian newspapers. Editorials are grouped by subject in chronological order and can also be accessed through a subject index

Facts on File, 1941-
Emphasizes news events (including sports) in the United States. Its international coverage relates to matters involving the U.S. It is organized chronologically and has a subject index. It lags approximately 4 weeks behind the actual event.

Kaleidescope, Current Only. (Formerly: Deadline Data)
A card file containing domestic and foreign affairs information on countries. It also covers the activities of all major international organizations. Each file contains general background information on the country or organization, demographics, history, economy, government, and a chronology of events. Located opposite the Reference Desk.

Keesings Contemporary Archives, 1957-
Emphasizes news events in the United Kingdom, Europe and the British Commonwealth. Frequently includes detailed subject reports and full texts of key speeches and documents. The information is gathered from press, broadcasting and official sources. It is organized chronologically and has subject indexes.

NEWS DIGESTS AND SUMMARIES, Cont'd

Obviously, other sources include various news magazines or weeklies such as Far Eastern Economic Review, Economist, Newsweek, Time, U.S. News and World Report, Business Week and the Manchester Guardian Weekly. These publications and others like them are located in the Periodicals area on the 2nd floor.

PERIODICAL AND TELEVISION NEWS INDEXES

Indexes can provide you with subject access to articles in magazines and news reports on television. If you have a magazine and would like to know where it is indexed, the following source often will give you that information.

RD Ref Z 6941 U5 Ulrich's International Periodicals Directory. Annual.

Remember that the indexes may lag 6 to 8 weeks behind the actual printed publication. Therefore, if you are looking for an article from Time or Newsweek that is only a month old, it usually will be necessary to look at the actual publication rather than try to locate the citation through the use of an index. The following is an extremely brief list of the indexes located in the Reference Area on the 1st floor of the Library.

Biography Index, 1946-
Indexes biographical information from both journals and books. The biographees are primarily American. It is arranged alphabetically by the name of the biographee with another section organized by profession and occupation.

CBS News Index, 1976-date.
Subject and personal name index to the CBS morning and evening news broadcasts, 60 Minutes, Face the Nation, and other public affairs programs. Transcripts of the broadcast are on microfiche and are located on the 2nd floor of the Library in the Microforms Area.

California Periodicals Index, 1978-
Indexes magazines published in and about California. Covers politics, government, law, environment, business, agriculture and education. Indexes such current events magazines as California Journal, California Business, California Magazine and San Francisco. Magazines indexed are listed in front of the index. An asterisk (*) indicates the magazine is available in the California Periodicals Microfilm Collection located in the "Periodicals on Microfilm" cabinets in Periodicals/Microforms, 2nd floor.

Info Trac, 1982-
Indexes many of the current events/political commentary magazines that are indexes in Magazine Index. Prints out a list of the articles.

PERIODICALS AND TELEVISION NEWS INDEXES, Cont'd

Magazine Index, 1977-
Indexes a number of magazines that discuss and report current events. Subject and author entries are included. A computerized version of this index is available through both our SEARCH HELPER and DIALOG computer search systems. NEWSEARCH, which indexes articles written during the last month, is also available on DIALOG and SEARCH HELPER.

Public Affairs Information Service Bulletin (P.A.I.S.), 1915-
Indexes magazines, journals, pamphlets, government documents and books. Concentrates on issues of public policy including economics, political science, public administration, international law and international relations. Its emphasis is on factual and statistical information. Included in its indexing are the Current Digest of the Soviet Press, Economist, Department of State Bulletin and the EPA Journal. Annual author index.

Readers' Guide to Periodical Literature, 1900-
Indexes such current events magazines as Business Week, Newsweek, Time, Vital Speeches and Washington Monthly. Provides both subject and author entries.

ANNUALS AND YEARBOOKS

R5 Ref D 2 A7 Annual Register of World Events. London: Longmans, Green, 1788-1849, 1871-1880, 1945-
Summarizes the year, includes the text of major speeches. Latest year only in Reference. Previous years are located on the 3rd floor under the call number.

R1 Current Biography, 1940-
Contains articles and pictures on people who are prominent in the news. International in scope, it includes people from national and international affairs, the sciences, the arts, labor and industry. It is arranged alphabetically by biographee. Cumulative indexes appear in each annual volume.

R1 Current World Leaders Almanac, 1970-
Issued in two parts. The Almanac provides current listings of key officials in all independent states, plus some officials from international organizations and alliances. It is issued three times a year. The Biography and News/Speeches and Reports section is issued 5 times a year. It includes a cumulative year-to-date index. Each issue features one region of the world, providing country profiles, biographies of major government officials, and reports and speeches on regional issues.

ANNUALS AND YEARBOOKS, Cont'd

RS Encyclopedia Yearbooks, for example:

Britannica Book of the Year. Chicago: Encyclopedia Britannica, Inc. Annual.
Includes a month-by-month chronology of major events of the previous year, articles on major news stories, and a review of the year's events by subject.

RD Ref JN 1 E85 Europa Yearbook: A World Survey. London: Europa Publications, Ltd. Annual.
Summary of recent events, history and basic data on countries and international organizations.

RD Ref JA 51 S7 Statesman's Yearbook: Statistical and Historical Annual of the States of the World. New York: St. Martin's Press. Annual.
Basic sourcebook on countries and international organizations. Includes bibliographic references.

GOVERNMENT PUBLICATIONS

GP Index Table C Congressional Index, 1953/54-
Provides the status and history of federal legislation and other matters before Congress. Lists public bills and resolutions, identifies sponsors, actions and votes taken and hearings held. Also provides a subject index to all legislation. Biennial.

GP Desk Congressional Quarterly Almanac, 1945-
Congressional Quarterly Weekly Reports, 1953- Current year only in GP, earlier in PER.
The Almanac summarizes the entire year in Congress, politics and lobbying. It highlights the year's major legislation, analyzes congressional voting, and includes a special report on the political climate in Washington. It also has biographical information on government officials. The Weekly Reports update the Alamnac. They are an excellent source on current major legislation. They also include the text of Presidential press conferences, major statements, messages and speeches.

GP Index Table C/D Congressional Record and Index, 1974-
A daily record of Congressional proceedings and remarks made on the floors of the Senate and House. It includes Presidential messages, Congressional speeches, roll call vote records, but does NOT contain the text of bills. It includes a "Daily Digest" identifying important chamber action and committee meetings of Congress. The Index is divided into two parts: Index

GOVERNMENT PUBLICATIONS, Cont'd

Congressional Record and Index, Cont'd
to Record and History of Bills and Resolutions. The Index to Record is arranged alphabetically by subject and Congressperson. It lists any addresses, letters, articles, etc., read on the floor, and any legislation introduced. The History of Bills and Resolutions lists all the bills and resolutions of the House and Senate and identifies the sponsor and its history. For location of previous years, ask at the GP Desk.

GP Index Table T

FBIS: Foreign Broadcast Information Service

FBIS Daily Reports, 1978-
FBIS monitors foreign broadcasts, news agency transmissions, newspapers, periodicals and government statements. It publishes translations in FBIS Daily Reports. Daily reports are issued for separate foreign areas: Asia and the Pacific, South Asia, People's Republic of China, Latin America, Middle East and North Africa, Sub-Saharan Africa, Soviet Union, Eastern Europe and Western Europe.

FBIS Indexes, 1978-
Indexes the FBIS Daily Reports. The Indexes are divided into the same regions and have subject and personal name sections. They are issued quarterly.

GP Index Table T

JPRS: Joint Publications Research Service, 1978-

JPRS Reports provide translations of political, scientific and technical literature from newspapers, journals, and scholarly sources. Coverage of both country and subject materials is widespread and includes materials from all areas of the world. Some of the subject areas included are: agriculture, science and technology, business, politics, sociology, military affairs, space biology, aerospace medicine, psychology, chemistry, computers and automation, engineering, physics, astronomy, economics and metalluargy.

Transdex, 1979-
Indexes the JPRS Reports. Provides both subject and personal name access. It is issued monthly.

GP

Major Legislation of the Congress, 1980-
A quarterly summary of congressional issues and major legislation. It is organized by broad subject area.

GP S1.71/4: Desk

U.S. Department of State. "Current Policy Documents."
Includes recent press releases, policy statements, and speeches from the State Department. They are ultimately indexed in the Monthly Catalog of U.S. Government Publications. For the most recent documents you should just browse through the file.

## COMPUTERIZED LITERATURE SEARCHING

Computerized literature searching for current events and news is available. Ask at the Reference Desk about buying a search. This library has two services available: SEARCH HELPER and Lockheed's DIALOG. VUTEXT and DATATIMES, two other services that are useful for current events information, will be available sometime in 1986.

SEARCH HELPER provides up to 20 citations from one of seven types of sources for a small fee. You do your own searching and receive printed results immediately. SEARCH HELPER is a good source of current newspaper and magazine information. One of the seven types of sources available on SEARCH HELPER provides references to magazine and newspaper articles written during the last month.

DIALOG can provide much more information from over 200 data bases. The searching is done by librarians after an interview with you. You receive the results of the search in a week to ten working days. For most student papers a DIALOG search is too costly for the return, and a personal search through the printed material will do just as well. A DIALOG search, though, can yield information as recent as the previous day's newspaper and might be considered in cases when currentness and comprehensiveness are critically needed. Ask for more information concerning a DIALOG search at the References Desk.

LC-V/AK:lr 11.85

# ECONOMIC CENSUSES OF THE U.S.

BIBLIOGRAPHIES & RESEARCH GUIDES: #112 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

U.S. economic censuses are taken every five years in years ending in "2" and "7." They present a complete, detailed picture of the economic sectors they cover from the national to the local level. The censuses are kept up-to-date by less detailed surveys which may be annual, quarterly, or monthly.

This guide describes the major series which are available. For precise citations to specific statistical sections or to non-census data, use the following index:

Index Table S — ASI: American Statistics Index, 1974 to the present. Monthly, with quarterly and annual cumulations. Excellent detailed index by subject and by standard statistical categories such as: age, race, sex, SIC, industry, geography, etc. Many of the documents indexed herein are not usually sent to libraries; they are available on microfiche near the index. For privately published economic data, use the SRI Index.

## GUIDES AND MANUALS

C3.6/2: Ec7/2 GP DESK — U.S. Census Bureau.
Guide to the 1982 Economic Censuses and Related Statistics. 1984. Describes classifications used and series published; includes definitions. Agriculture not fully described.

PrEx2.6/2: In27/972 & /977 GP DESK — U.S. Office of Management and Budget.
Standard Industrial Classification Manual. 1972 and supplement, 1977. Guide to the SIC numbers used to categorize products, industries, and services. Definitions arranged by classification numbers. Two alphabetical subject indexes: manufacturing and non-manufacturing.

## CENSUS SERIES

| | | SIC Nos. Used |
|---|---|---|
| C3.31/4: | Agriculture | 01,02,07,09 |
| | Business | |
| C3.255/2: | Retail Trade | 52-59 |
| | Geographic series, major retail centers, merchandise line sales. | |
| C3.257/2: | Services Industries (geographic only) | 70-89 |
| C3.256/2: | Wholesale Trade (geographic only) | 51-51 |
| C3.245.3: | Construction | 15-17, 6552 |
| C2.24.3: | Manufactures | 20-39 |
| C3.216: | Mineral Industries | 10-14 |
| C3.253/2: | Outlying Areas | 10-14 |
| | Puerto Rico, Guam, Virgin Islands | all |
| | Ownership | |
| C3.230: | Enterprise Statistics (corporate owned) | all |
| C3.258: | Minority Owned | all |
| C3.250: | Women Owned | all |
| C3.233: | Transportation | SIC not used |

The economic censuses are comprehensive and are thoroughly analyzed before publication, therefore, the printed reports are issued slowly. The 1982 censuses, for example, began publishing preliminary materials in late 1984 and the major geographic reports are not expected until 1985. The following surveys may provide useful, although less detailed, data for the most recent years. These and other current sources are also indexed in ASI and SRI statistical indexes.

C3.24 9 2: Annual survey of manufactures
Industry, area, and subject reports.

C3.204: County business patterns, annual
Reports for each state. Includes number of establishments, number of employees, and wage costs by SIC categories.

Current business reports:

C3.133: Monthly wholesale trade.

C3.138 3: Monthly retail trade.

C3.138 3-2: Annual retail trade.

C3.138 3-3: Revised monthly retail sales and inventories.

C3.215 to C3.215 15: Current construction reports.

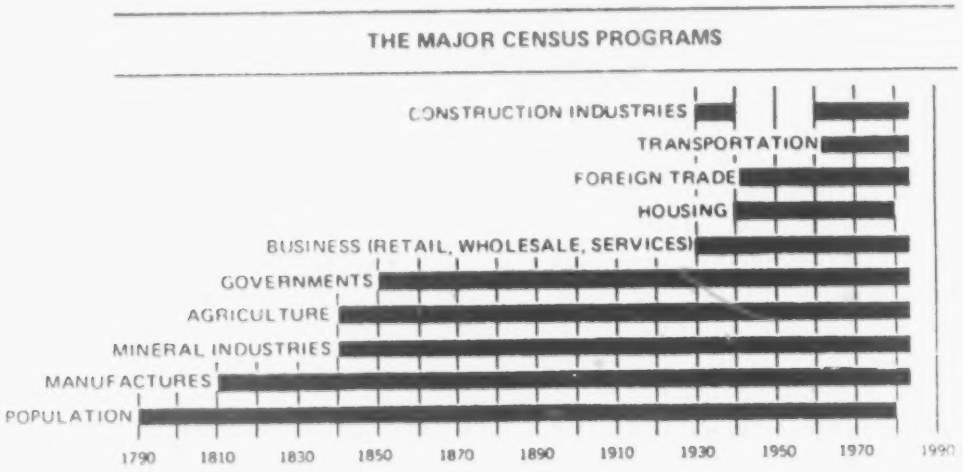
C3.158: Current industrial reports.

C3.239: Current selected service reports.

C3.267: Quarterly financial report for manufacturing, mining, and trade corporations. Estimates of financial and operating ratios by industry and asset size.

PERIODICALS Survey of current business.
Monthly periodical with basic business and industry data, as well as national economic indicators.

The chart below shows the basic history of the U.S. census programs; our collection includes most basic series back to 1790. The economic censuses have been every 5 years only in recent past — for exact holdings, check the Government Publications card catalog by S.D. number.




LJ:10/84 / 84-250

# EDUCATION RESEARCH

BIBLIOGRAPHIES & RESEARCH GUIDES: #14 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

The following bibliography is a selective guide to information sources in the J. Paul Leonard Library.

## GUIDES TO THE LITERATURE

These sources provide a guide to most of the bibliographic information available in your subject field. To locate annual reviews of the literature in your area, check the SUBJECT Catalog under SUBJECT-YEARBOOKS. For specialized bibliographies see SUBJECT-BIBLIOGRAPHIES.

Ref
Z
5811
W65
1982

Woodbury, Marda. A Guide to Sources of Educational Information. 2nd ed. Arlington, VA: Information Resources Press, 1982.

## CARD CATALOG

If you know the author or title of a specific book, look the book up in the AUTHOR/TITLE Catalog or on the BOOK FINDER computer terminal under either author or title. BOOK FINDER will also tell you if a book is checked out or in a special location, such as on Reserve, RBR. Otherwise, it is necessary to use the SUBJECT Catalog. The Library of Congress Subject Headings, located next to the SUBJECT Catalog and at the Reference Desk serves as a guide to the headings used in the SUBJECT Catalog.

## REFERENCE BOOKS

### Research Guides: Techniques and Methodology

If your topic requires specific research techniques such as the interview, case study, experimental study, etc., the following titles may be useful to you. All of these guides concentrate on research designs and reporting results. See the SUBJECT Catalog under EDUCATIONAL RESEARCH for additional titles.

Ref
LB
1028
B6
1983

Borg, Walter R. and Gall, Meredith Damuen. Educational Research: An Introduction. 4th ed. New York: Longman, 1983.
A basic introduction to research methodologies and statistics.

Ref
LB
1028
G615
1963

Good, Carter V. Introduction to Educational Research: Methodology of Design in the Behavioral and Social Sciences. 2nd ed. NY: Appleton Century-Crofts, 1963.
Contents: Historical method, descriptive survey, clinical, and case studies.

Ref
LB
1028
J647

Jones, Ralph H. Methods and Techniques of Educational Research. Danville, IL: The Interstate, 1973.
Contents: Descriptive research, historical and school law research, experimental research, etc.

Ref
LB
1028
H315
1986

Wittrock, Merlin C. Handbook of Research on Teaching. 3rd ed. New York: Macmillan, 1986.
Contents: Lengthy essays and literature reviews of current trends and techniques of teaching, including bilingual and special education. Excellent bibliographies of reference follow each chapter.

## Dictionaries and Encyclopedias

The following are just a few of the educational dictionaries and encyclopedias available in the library. For additional sources see the SUBJECT Catalog under EDUCATION--DICTIONARIES.

Ref
LB
15
D37
1982

Dejnozka, Edward L. and Kapel, David E. American Educators' Encyclopedia. Westport, CT: Greenwood, 1982. A one-volume reference listing short definitions and methodologies. References to additional information are provided.

Ref
LB
15
E47

The Encyclopedia of Education. MacMillan and Free Press, 1971. 10 volumes. Last vol. contains index. Introductory articles on all areas within education.

Ref
L
901
E57
1982

Encyclopedia of Education Research. 5th ed. New York: Free Press, 1982. 4 vols. In-depth background articles on specific areas of educational theory, methods and research. Articles have lengthy bibliographies of additional resources. Index in volume 4.

Ref
LB
15
G6

Good, Carter V. Dictionary of Education. 3rd ed. New York: McGraw-Hill, 1973. A dictionary of professional terms in education.

Ref
LB
15
1569
1985

The International Encyclopedia of Education: Research and Studies. Editor-in-chief T. Husen. Oxford: Pergamon, 1985. 10 vols. Scholarly research and reviews of the literature on current trends, such as bilingual education. Includes bibliographies of additional references following each entry.

Ref
LB
15
158
1983

International Handbook of Education Systems. Chichester, England: John Wiley & Sons, 1984. 3 vols. Concise descriptions of education systems and socio-economic status of individual countries; outlines elementary, secondary, college, university and special education structure.

Ref
LC
4007
E53
1987

Reynolds, Cecil R. & Mann, Lester, eds. Encyclopedia of Special Education. 3v. New York: Wiley, 1987. A three volume set arranged alphabetically by subject, including information on people, concepts, tests, services and other areas. Articles are often followed by references to additional information. Name and Subject Indexes appear at the back of volume 3.

## Yearbooks

See EDUCATION--YEARBOOKS in the SUBJECT Catalog for additional titles.

Ref
L
101
U6
S7

Standard Education Almanac. Chicago: Marquis Academic Media, annual.
Provides a miscellany of facts about the education field: statistics, addresses, current trends. The publisher also produces more specialized Yearbooks which cover the fields of special education, adult education, and higher education. For EDUCATION STATISTICS another useful sources is the Digest of Education Statistics (ED 1.113) located in Government Publications.

Ref
LB
1028.3
E37

Educational Media and Technology Yearbook. Littleton, CO: Libraries.
Unlimited, annual.
An annual publication providing chapters on historical trends in educational technology, a directory of organizations and production companies, a listing of major reference works and journals and other information.

## PERIODICAL INDEXES AND ABSTRACTS

Periodical indexes and abstracts are used to locate articles on specific subjects. Some indexes and abstracts also list articles by author. Periodical indexes and abstracts are shelved in alphabetical order by title in the Indexes and Abstracts area on the first floor. Consult the blue Periodical Indexes and Abstract Subjects list at the Reference Desk for additional titles.

Major indexes and abstracts in education are:

Current Index to Journals in Education (CIJE), 1969-.
Education Index, 1929-.
Exceptional Child Educational Resources, 1969-.

Other useful indexes and abstracts:

Business Education Index, 1954-.
Cnicorel Abstracts to Reading and Learning Disabilities, 1976-. (LB 1050.5 C53)
Child Development Abstracts and Bibliography, 1927-.
Computer Literature Index, 1980-.
Computer Software/Hardware Index, 1985-.
DSH (Deafness, Speech and Hearing) Abstracts, 1960-.
Educational Administration Abstracts, 1966-.
Higher Education Abstracts, 1984-.
Language Teaching, 1981-.
Language Teaching and Linguistics Abstacts, 1980-1981.
Media Review Digest, 1973-.
Psychological Abstracts, 1927-.
Social Sciences Citation Index, 1966-.
Social Sciences Index, 1974-.
Women's Studies Abstracts, 1972-.

Periodicals are located in Periodicals/Microforms on the second floor. Consult P.O.S.T. (Periodical or Serial Titles) to determine if this Library subscribes to a specific journal. P.O.S.T is a list of SFSU periodicals arranged in alphabetical order by title of the periodical. P.O.S.T. will also state whether a journal is kept in a bound, microfiche or microfilm format.

## Interlibrary Services

If our library does not have the book or periodical you need, you may be able to get it from anotner CSU library or U.C. Berkeley. For more information, ask at the Interlibrary Services Desk next to the main Circulation Desk on the 1st floor. Requests take at least 2 weeks to fill.

## ERIC (Educational Resources Information Center)

ERIC is an information center consisting of 19 clearinghouses, each assigned to a specific area within education. Each clearinghouse collects and disseminates unpublished research reports (and related materials) in education and related areas. The research is made accessible by the ERIC index, Resources (formerly Research) in Education, 1966 to current. The index is located in the Indexes and Abstracts Area, first floor. The Thesaurus of ERIC Descriptors, shelved with the index, lists the standard subject headings used in ERIC. It also suggests related, broader, and narrower terms you can use. Most of the reports are available on microfiche. The ERIC microfiche collection is located in Periodicals/Microforms on the second floor. Ask at the Reference Desk for Bibliographies and Research Guides #4, How to Use Eric .

## COMPUTERIZED LITERATURE SEARCHING

Computerized literature searching for articles and unpublished research, such as ERIC materials, is available. The major databases in education include ERIC (Current Index to Journals in Education and Resources in Education), Exceptional Child Education Resources and PsychINFO (Psychological Abstracts). Computer searching is a fee-based service requiring a number of turnaround days. Ask at the Reference Desk for further information and search request forms.

## TESTS AND MEASUREMENTS

The Teaching Resources Center on the 5th floor maintains a historical collection of educational tests. These are available for use in the library for reference purposes but may not circulate out of the building. A card catalog is located in the Teaching Resources Center which lists the tests by author, title, and subject. There is also a collection of unpublished tests available on microfiche at the Teaching Resources Center Desk. A printed index is available for these tests.

TESTS AND MEASUREMENTS (Cont.)

Ref
Z
5814
P8
B932
TRC & REF

Mental Measurements Yearbook. Lincoln, NB: The Buros Institute of Mental Measurements, University of Nebraska. Editions published: 1933/35, 1936, 1938, 1940, 1949, 1953, 1959, 1965, 1972, 1978, 1985. MMY provides reviews of tests, information on availability, cost, and bibliographies of test reviews. Indexed by author, title, and subject. Commonly referred to as "Buros."

Ref
Z
5814
E9
B8
TRC & REF

Tests in Print. Highland Park, N.J.: Gryphon Press. Editions published: 1961, 1974, 1984. The latest edition, Tests in Print III, indexes the first eight Mental Measurements Yearbooks. Information provided includes the authors, publishers, cost of published tests and references to reviews.

Ref
BF
431
G625

Goldman, Bert A. Directory of Unpublished Experimental Mental Measures. New York: Behavioral Publications, 1974 - .
A directory of experimental test instruments that are not commercially available, but have been used in educational and psychological research.

Ref
BF
176
.T419
1984

Keyser, Daniel J. & Sweetland, Richard S., eds. Test Critiques. Kansas City: Test Corporation of America, 1984-.
A multivolume ongoing set listing reviews of major psychological, educational and business tests. Test information includes a description, a critique and references to additional reviews.

For additional information, ask at the Reference Desk for Bibliographies and Research Guides #43, Tests and Measurements.

DISSERTATIONS AND MASTERS THESES

The two primary sources for locating dissertations are:

Comprehensive Dissertation Index (CDI), 1861 -.
Author and subject guide to dissertations written in the U.S. and Canada.

Dissertation Abstracts International (DAI), 1956 - .
Provides an abstract for many of the titles listed in the CDI. Also provides subject and author indexes. If the library owns the dissertation, you can locate it in the AUTHOR/TITLE catalog. You may also try to borrow dissertations through ILL (Interlibrary Loan) or you may buy them. Purchase information is available in copies of DAI.

Copies of each SFSU Masters thesis and doctoral dissertation are available in the Library. Masters theses are listed in the AUTHOR/TITLE Catalog by author, by title, and under "SAN FRANCISCO STATE UNIVERSITY. MASTERS THESES COLLECTION - DEGREE IN (SUBJECT)." Theses will also be in the SUBJECT Catalog.

Examples: SAN FRANCISCO STATE UNIVERSITY. MASTERS THESES COLLECTION-DEGREE IN EDUCATION
SAN FRANCISCO STATE UNIVERSITY. MASTERS THESES COLLECTION-DEGREE IN SPECIAL EDUCATION.

DISSERTATIONS AND MASTERS THESES (Cont.)

SFSU doctoral dissertations are listed in the AUTHOR/TITLE Catalog by author, title and under SAN FRANCISCO STATE UNIVERISTY. DOCTORAL DISSERTATIONS COLLECTION-DEGREE IN SPECIAL EDUCATION. They will also be listed in the SUBJECT Catalog.

TEACHING RESOURCES CENTER (TRC)

The Teaching Resources Center on the fifth floor is a learning resource center supporting the University's programs for the teacher credential and for the study of child development. The library contains a special multimedia collection representative of children's literature and instructional and learning materials currently in use in preschool, elementary and secondary schools, and basic adult education programs. This collection includes elementary and secondary school textbooks, teachers' materials, children's literature, courses of study, instructional kits, computer software, educational and psychological tests, etc.

The Teaching Resources Center Card Catalog lists all TRC material except pamphlets and magazines. A card catalog for the Test File is also available. Professional books such as indexes to literature anthologies and books concerning teaching methods are listed in the main Card Catalog on the first floor.

For additional information, please request Information Guide #15, Teaching Resources Center at the Reference Desk or in the Teaching Resources Center.

GOVERNMENT PUBLICATIONS

Government Publications (or documents) include anything published by a government agency: city, county, state, federal, foreign or international. The information available in government documents is diverse and includes educational research. Documents also include statistical sources and legal materials (laws, codes, etc.). The Government Publications Department is on the 4th floor and has its own Card Catalog and subject indexes. A few major indexes include:

Monthly Catalog of U.S. Government Publications, 1895-
California State Publications, 1945-
CIS (Congressional Information Service), 1970-
Index and abstract to congressional publications.
Excellent guide to hearings.
ASI (American Statistics Index), 1974-

For additional information, please ask for Information Guide #14, Government Publications at the Reference Desk or in Government Publications.

# ENGINEERING RESEARCH

BIBLIOGRAPHIES & RESEARCH GUIDES: #7 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

The following bibliography is a selective guide to information sources in the J. Paul Leonard Library.

## PERIODICAL INDEXES AND ABSTRACTS

The vast majority of current research in engineering is published in journal articles, conference proceedings, and technical reports. In order to locate material on a particular topic, it is necessary to use periodical indexes or abstracts. The periodical indexes or abstracts listed below are particularly useful and are located in the Reference Area on the first floor except where noted. Information on additional indexes can be obtained by consulting a librarian.

American Statistics Index, 1974-date (located in Gov Pubs)
Applied Mechanics Reviews, 1948-date
Applied Science and Technology Index, 1958-date
Computer and Control Abstracts (Science Abstracts Series C), 1979-date
Computer Literature Index, 1980-date (1968-79 called Quarterly Bibliography of Computer and Data Processing)
Computing Reviews, 1960-date
  ACM Guide to Computing Literature, 1979-date
Current Contents: Engineering, Technology & Applied Sciences, current only
Current Contents: Physical & Chemical Sciences, current only
Electrical and Electronics Abstracts (Science Abstracts Series B), 1979-date
Energy Research Abstracts, 1976-date (1976-77 called ERDA Energy Research Abstracts)
Engineering Index, 1940-date
Government Reports Announcement Index, 1956-date (title varies)
Index to Scientific and Technical Proceedings, 1978-date
Index to Scientific Reviews, 1974-date
Physics Abstracts (Science Abstracts Series A), 1966-date
Science Citation Index, 1965-date; 5-year cumulated indexes 1965-69, 1970-74, 1975-79
  Citation Index
  Permuterm Subject Index
  Source Index
Scientific and Technical Aerospace Reports (STAR), 1976-date
Selected Rand Abstracts, 1963-date

Once you have made a list of the periodical articles that you want to read, consult the P.O.S.T. list at the Reference Desk or the *Rotary Lindex* located in the Periodicals/Microforms Area on the second floor to see if this library subscribes to the periodical you are interested in. The periodicals themselves are also housed on the second floor. If this library does not subscribe to a periodical you need, it may be possible to obtain a photocopy of the article from another CSU library or U.C. Berkeley. For more information, ask at the Interlibrary Loan Desk, 1st floor.

## ONLINE SEARCH SERVICES

Most of the periodical indexes described above are available for searching by computer. Engineering Index, for instance, is called COMPENDEX online and can be searched from 1970 to the present. A librarian will search your topic for you and you will receive your results in ten working days. However, you must pay for this service. For most papers, this service will be too costly and searching the printed indexes will retrieve all the information you need. Computer searches are the most beneficial for unusual or extensive research projects when a search of the printed indexes with standard subject headings has not met with success. For more information, ask at the Reference Desk.

Another computerized service available in this library is SEARCH HELPER. This service provides up to 20 citations (at a time) from one of seven databases for a small fee. You do the searching yourself and receive printed results immediately. The databases available on SEARCH HELPER cover only computer-related, business or legal journals, popular magazines, or newspapers.

## REFERENCE BOOKS

### Encyclopedias

Ref
Q
121
M3

McGraw-Hill encyclopedia of science and technology. 5th ed. McGraw-Hill, 1982. 15 volumes.

Ref
TA
9
M36
1983

McGraw-Hill encyclopedia of engineering. McGraw-Hill, 1983.

Ref
TK
7803
E47
1985

Gibilisco, Stan, ed. Encyclopedia of electronics. TAB Books, 1985.

Ref
TP
9
E685
1978

Encyclopedia of chemical technology. 3rd ed. Wiley, 1978-1984. 25 volumes.

Ref
TP
1867
E46
1985

Encyclopedia of polymer science and engineering. 2nd ed. Wiley, 1985-.

### Dictionaries

Ref
TA
9
M35
1984

Parker, Sybil P., ed. McGraw-Hill dictionary of engineering. McGraw-Hill, 1984.

Ref
TJ
210.4
W35
1985

Waldman, Harry. Dictionary of robotics. Mcmillan, 1985.

Dictionaries (Cont'd)

Ref
TK
9
B76
1985
Brown, Phil. Dictionary of electrical, electronics, and computer abbreviations. Butterworths, 1985.

Ref
TK
9
E35
1984
Jay, Frank, ed. IEEE standard dictionary of electrical and electronics terms. 3rd. ed. Institute of Electrical and Electronics Engineers, 1984.

Ref
TK
7804
T87
1985
Turner, Rufus P. The illustrated dictionary of electronics. 3rd. ed. TAB Books, 1985.

Handbooks

Ref
T
56.23
H36
Salvendy, Gavriel, ed. Handbook of industrial engineering. Wiley, 1982.

Ref
TA
151
G4713
1983
Gieck, Kurt. Engineering formulas. 4th ed. McGraw-Hill, 1983.

Ref
TA
151
H424
1984
Heisler, Sanford I. The Wiley engineer's desk reference: a concise guide for the professional engineer. Wiley, 1984.

Ref
TA
151
P645
1976
Perry, Robert.H., ed. Engineering manual: a practical reference of design methods and data in building systems, chemical, civil, electrical, mechanical, and environmental engineering and enery conversion. 3rd. ed. McGraw-Hill, 1976.

TA
151
.S8
1983
Merritt, Frederick S. Standard handbook for civil engineers. 3rd. ed. McGraw-Hill, 1983.

Handbooks (Cont'd)

Ref
TA
332
S73
1985
Hicks, Tyler G. and S. David Hicks, eds. Standard handbook of engineering calculations. 2nd. ed. McGraw-Hill, 1985.

Ref
TA
350
H23
1985
Blake, Alexander, ed. Handbook of mechanics, materials, and structures. Wiley, 1985.

Ref
TA
403.1
L94
Lynch, C.T., ed. CRC handbook of materials science. CRC Press, 1974-80. 4 volumes.

Ref
TA
459
A5
American Society for Metals. Metals Handbook. 9th ed. American Society for Metals, 1980.

Ref
TJ
151
S82
8th ed.
1978
Baumeister, T., ed. [Mark's] Standard handbook for mechanical engineers. 8th ed. ASME, 1978.

Ref
TK
7825
C56
1984
Clifford, Martin. Master handbook of electronic tables & formulas. 4th ed. TAB Books, 1984.

Ref
TK
7825
E34
1982
Fink, Donald E., ed. Electronics engineers' handbook. 2nd ed. McGraw-Hill, 1982.

Ref
TK
7825
E35
1983
Maadia, F.F., ed. Electronics engineer's reference book. 5th. ed. Butterworths, 1983.

Handbooks (Cont'd)

Ref
TK
7867
G66
1985

Graf, Rudolf F. The encyclopedia of electronic circuits. TAP Book, 1985.

Ref
TS
156.8
P764
1985

Considine, Douglas M. and Glenn D. Considine, eds. Process instruments and control handbook. 3rd. ed. McGraw-Hill, 1985.

Ref
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T53
1983

Drozda, Thomas J. and Charles Wick, eds. Tool and manufacturing engineers handbook: a reference book for manufacturing engineers, managers, and technicians. 4th ed. Society of Manufacturing Engineers, 1983. 3 volumes.

Ref
TS
180
M315
1985

Kulwiec, Raymond A., ed. Materials handling handbook. Wiley, 1985.

TS
191.3
H36
1985

Nof, Shimon Y. Handbook of industrial robotics. Wiley, 1985.

Ref
Z5
C74

CRC composite index for CRC handbooks. 2nd. ed. CRC Press, 1977.

Many other handbooks are available. For other handbooks see the subject card catalog under such headings as:

CIVIL ENGINEERING--HANDBOOKS, MANUALS, ETC.
ENGINEERING--HANDBOOKS, MANUALS, ETC.
ELECTRONICS--HANDBOOKS, MANUALS, ETC.
MECHANICAL ENGINEERING--HANDBOOKS, MANUALS, ETC.
PROCESS CONTROL--HANDBOOKS, MANUALS, ETC.

Directories

Ref
folio
T
12
T6

Thomas register of American manufacturers and Thomas register catalog file. Thomas Publishing Company, annual. multi-volume set.

Directories (Cont'd)

Ref
T
12
C15

California manufacturers register. Times Mirror Press, annual.

Ref
TA
345
I568
1985

Flora, Philip C. ed. International engineering software directory. TAB Books, 1985.

Ref
TA
1632
I548
1985

Flora, Philip C., ed. International computer-aided directory. TAB Books, 1985.

Ref
T
174.7
R63
1985

Robotics, CAD/CAM buyer's guide. Bowker, 1985.

Ref
T
385.6
I57
1985

Flora, Philip C., ed. International CAD/CAM software directory. TAB Books, 1985.

Many journals have annual directory issues that list suppliers and sources for materials, components, equipment, instruments, etc. For references to these issues, see:

Ref
Z
7164
G85
U87

Ulrich, Miriam, ed. Guide to special issues and indexes of periodicals. 3rd. ed. Special Libraries Association, 1985.

Resumes and Career Information

Ref
TA
157
.P44

Peterson's guide to engineering, science and computer jobs. Peterson's Guides, annual.

Ref
TA
157
.S45
1983

Shannahan, William P. Resumes for engineers. Arco, 1983.

# ETHNIC STUDIES

BIBLIOGRAPHIES & RESEARCH GUIDES: #15 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

The following bibliography is a selective guide to information sources in the J. Paul Leonard Library. Because of the interdisciplinary nature of Ethnic Studies, pertinent materials may be found throughout the entire library in various subject areas, depending upon your own research project and subject interests.

## CARD CATALOG

For those of you who have a particular title or author in mind, you may check the AUTHOR/TITLE Catalog to find the call number of the book. If you wish to find books on a particular subject, look in the SUBJECT Catalog under an appropriate subject heading. The following are some of the general subject headings used in the field of Ethnic Studies — there are many others.

Afro-Americans
Afro-Americans-Psychology
American literature-Mexican American authors
Asian Americans
Asians—U.S.
Children of minorities
Chinese Americans
Discrimination in employment
Ethnic attitudes
Filipino Americans
Hispanic Americans
Indians of North America (also names of individual tribes)
Japanese Americans
Mexican Americans
Minorities
Minorities in television
Minority authors
Segregation in education
Stereotype (Psychology)

Additional subject headings are listed in the *Library of Congress Subject Headings* which is located near the Card Catalog. Ask at the Reference Desk if you would like help finding books, using the Card Catalog, or for any other questions you may have.

## GENERAL REFERENCE SOURCES

### Dictionaries

Ref
E
184
Ai
H35

*Harvard Encyclopedia of American Ethnic Groups*. Cambridge, MA: Harvard University Press, 1980.
Contains lengthy scholarly articles on ethnic groups and on general topics concerning ethnic groups. Some bibliographies, maps. Statistical appendix.

### Directories

Ref
E
184
A1
M55
1982x

Cole, Katherine. *Minority Organizations: A National Directory*. 2nd ed. Garrett Park, MD: Garrett Park Press, 1982.
A directory of organizations founded by or for minority groups. Alphabetical, geographical and subject indexes. Glossary and bibliography.

Ref
F
870
A1
E86

*Ethnic Groups in California: A Guide to Organizations and Resources*. Claremont, CA: California Institute of Public Affairs, 1981.
Arranged alphabetically by ethnic group. Index by world region. Includes government organizations, universities, museums, associations, periodicals, books and articles.



86-300

GENERAL REFERENCE SOURCES, Cont'd

Ref
HD
2346
U5
N34

Try Us! National Minority Business Directory. Minneapolis: National Minority Business Campaign, annual.

Ref
E
184
A1
E835

Wasserman, Paul. Ethnic Information Sources of the United States: A Guide to Organizations, Agencies, Foundations, Institutions, Media, Commercial and Trade Bodies, Government Programs . . . 2nd ed. Detroit: Gale Research Co., 1983. 2 vols.
Comprehensive directory of organizations associated with ethnic studies or ethnic groups (from Afghans to Yugoslavs). Arranged by ethnic group.

Chronology

Ref
E
184
A1
H42

Ethnic America, 1970-1977. New York: Oceana, 1979.
Supplement for 1978-1980, 1981.

Bibliographies

Z
1361
E4
K54
1984

Kinloch, Graham Charles. Race and Ethnic Relations: An Annotated Bibliography. New York: Garland Publ., 1984.

Ref
Z
1361
E4
M55x

Miller, Wayne Charles. A Comprehensive Bibliography for the Study of American Minorities. New York: New York University Press, 1976. 2 vols.
Arranged by ethnic group. Lists books and articles dealing with many aspects of the ethnic experience.

Z
1361
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M65
1984

Momeni, Jamshid A. Demography of Racial and Ethnic Minorities in the United States: An Annotated Bibliography with a Review Essay. Westport, CT: Greenwood, 1984.

## AMERICAN INDIAN REFERENCE WORKS

### Dictionaries/Encyclopedias

Ref
E
54.5
D52x

Dictionary of Indian Tribes of the Americas. Newport Beach, CA: American Indian Publishers, 1980. 4 vol.

Ref
E
76.2
H36

Handbook of North American Indians. Ed. by William C. Sturtevant. Washington, D.C.: G.P.O., 1978-.
Will be 20 volumes when completed. Each volume treats in an encyclopedic fashion either a specific aspect of Native American history and life or the tribes of a specific region.

Ref
E
76.2
L44x

Leitch, Barbara. A Concise Dictionary of Indian Tribes of North America. Algonac, MI: Reference Publications, 1979.
Includes bibliography and index.

Ref
E
51
U6
(no.)

U.S. Bureau of American Ethnography. Bulletins. Washington, D.C.: G.P.O.
Reference volumes of this set are the classic encyclopedic Handbooks of American Indians North of Mexico, of Canada, of California and of South America and The Indian Tribes of North America.

### Handbooks

Ref
E
76.2
A43

American Indian Reference Book. Portage, MI: Earth, 1976.

Ref
Z
1209
H22
1983

Haas, Marilyn L. Indians of North America: Methods and Sources for Library Research. Hamden, CT: Library Professional Publications, 1983.

Ref
E
76.2
R4
1978

Reference Encyclopedia of the American Indian. Ed. by Barry Klein. 3rd ed. Rye, NY: Todd Publications, 1978.

### Directory

Ref
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78
C15
C33x

California Indian Assistance Program Field Directory. Sacramento: Dept. of Housing and Community Development, 1978.
"A directory of the California Indian Community" with with maps of Reservations.

AMERICAN INDIAN REFERENCE WORKS, Cont'd

Biography

Ref
E
98
W8
1982x

Anderson, Owanah. Ohoyo One Tnousand: A Resource Guide of American Indian/Alaska Native Women. U.S. Dept. of Education, Women's Educational Equity Act, 1982.

Ref
E
89
D43

Dictionary of Indians of Nortn America. St. Clair Shores, MI: Scholarly Press, 1978. 3 vol.
Includes historical and contemporary figures.

Ref
E
89
G75

Gridly, Marion Eleanor. Indians of Today. 4tn ed. I.C.F.P., 1971.

Ref
Z
1209.2
U5
L7

Littlefield, Daniel F. and Parins, James W. A Biobibliography of Native American Writers, 1772-1924. Metucher, NJ: Scarecrow, 1981.

Chronology

Ref
E
77
L58

Leitch, Barbara. Chronology of the American Indian. St. Clair Shores, MI: Scholarly Press, 1975.

Bibliography

Ref
Z
1209
H28

Hargrett, Lester. A Bibliography of the Constitutions and Laws of the American Indian. Cambridge: Harvard University Press, 1947.
Lists treaties and their location by Indian nation, then chronologically.

Ref
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U5
H57
1982

Hirschfelder, Arlene B. Guide to Research on North American Indians. Chicago: American Library Assn., 1983. 2 vols.
Annotated guide to literature about American Indians.

Z
1229
I52
R64
1985

Rock, Roger O., comp. The Native American in American in American Literature: A Selectively Annotated Bibliography. Westport, CT: Greenwood, 1985.

## ASIAN AMERICAN REFERENCE WORKS

### Biography

Ref
E
184
O6
L6

Lo, Samuel E., comp. & ed. Asian Who? in America. Roseland, NY: East-West Who?, 1971.

### Bibliography

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O7
D64

Dio, Mary L. and Lin, C. Pacific/Asian American Research: An Annotated Bibliography. Chicago: Pacific/Asian Mental Health Research Center, 1981.

Z
1361
O7
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1982

Hirabayashi, Lane Ryo. Asian American Community Studies: Selected References. Chicago: CPL Bibliographies, 1982.

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Z
1361
O7
K58

Kitano, Harry H.L. Asians in America: A Selected Bibliography for Use in Social Work Education. New York: Council on Social Work Education, 1971.
Arranged by ethnic group, subdivided by specific topic.

Ref
Z
1361
C4
L35

Lai, Him Mark. A History Reclaimed: An Annotated Bibliography of Chinese Language Materials on the Chinese of America. Los Angeles: UCLA Asian American Studies Center, 1986.

Ref
Z
1361
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L84
1974

Ong, Paul M. Theses and Dissertations on Asians in the United States. Davis, CA: Dept of Asian Studies, U.C. Davis, 1974.

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1361
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W66
1981

Wong, James I. A Selected Bibliography on the Asians in America. Palo Alto, CA: R&E Research Associated, 1981.

Z
1361
O7
Y8

Yu, Elena S.H., ed. Bibliography of Pacific/Asian American Materials in the Library of Congress. Chicago: Pacific/Asian American Mental Health Research Center, 1982.

## BLACK AMERICAN REFERENCE WORKS

### Dictionaries

Ref
E
185.96
B33

Baskin, Wade and Runes, Richard N. Dictionary of Black Culture. New York: Philosophical Library, 1973. Includes people, organizations, awards, movements, events.

Ref
F
1408.3
N86

Nunez, Benjamin. Dictionary of Afro-Latin American Civilization. Westport, CT: Greenwood Press, 1980. Historical and descriptive dictionary of words and phrases, with selected biographies of Afro-Latin leaders. Focuses on the Caribbean, Central and South American experience.

### Handbooks

The following handbooks provide miscellaneous information about Black Americans and the Black American experience, including background articles and statistics.

Ref
E
185
D25
1976

Smythe, Mabel M., ed. The Black American Reference Book. Englewood Cliffs, NJ: Prentice-Hall, 1976.

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E
185
E55

Low, W. Augustus and Clift, Virgil A. Encyclopedia of Black America. New York: McGraw-Hill, 1981.

Ref
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185
P55
1983

Ploski, Harry A. and Marr, Warren, comps. The Negro Almanac: A Reference Work on the Afro-American. 4th rev. ed. New York: Wiley, 1983.

### Biography

Ref
PS
221
D5x

Dictionary of Literary Biography. Detroit, MI: Gale Research Co. Multivolume set. Relevant volumes include: Afro-American Fiction Writers (v.33); Afro-American Writers After 1955: Dramatists & Prose Writers (v.38); Afro-American Poets Since 1955 (v.41); Afro-American Writers Before the Harlem Renaissance (v.50).

BLACK AMERICAN REFERENCE WORKS, Cont'd

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E
185.96
L6

Logan, R.W. Dictionary of American Negro Biography. New York: Norton, 1982.

Ref
E
185.96
W52

Who's Who Among Black Americans. Northbrook, IL: Who's Who Among Black Americans, Inc., irregular.

Biography--Bibliography

Ref
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1361
N39
S655
1980

Spradling, Mary Mace. In Black and White: Afro-Americans in Print. 3d. ed. Detroit: Gale Research Co., 1980. 2 vol. Briefly identifies prominent Afro-Americans and provides a bibliography of books and articles written about each.

Histories

Ref
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185
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1976x

International Library of Afro-American Life and History. Cornwells Heights, PA: Publishers Agency under the Auspices of the Association for the Study of Afro-American Life and History, 1976. 10 vol. Each volume covers a different aspect of the contribution of Black Americans to various aspects of American life.

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Allen, Walter R., ed. Black American Families, 1965-1984: A Classified, Selectively Annotated Bibliography. New York: Greenwood, 1986.

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Fisk University, Nashville. Library. Dictionary Catalog of the Negro Collection of the Fisk University Library. Boston: G.K. Hall, 1974. 6 vol.

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Hill, George H. Black Business and Economics: A Selected Bibliography. New York: Garland, 1985.

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Bibliography, Cont'd

Z 5956 A47 138 — Igoe, Lynn Moody. 250 Years of Afro-American Art: An Annotated Bibliograpny. New York: Bowker, 1981.

Z 1361 N39 O29 1985 — Obudho, R.A. and Scott, Jeannine B., comps. Afro-American Demograpny and Urban Issues. Westport, CT: Greenwood, 1985.

Z 5633 A37 S56 1986 — Snorgrass, J. William and Woody, Gloria T., comps. Blacks and Media: A Selected Annotated Bibliography, 1962-1982. Tallahassee, FL: Florida A&M University Press, 1985.

LA RAZA REFERENCE WORKS

Dictionaries/Encyclopedias

Ref PC 4827 G35 1985 — Galvan, Roberto A. & Teschner, Richard V. comps. El Diccionario del Espanol Chicano/The Dictionary of Chicano Spanish. Lincolnwood, IL: National Textbook Co., 1985.

Ref E 184 S75 H47 1984x — The Hispanic Almanac. New York: The Hispanic Policy Development Project, Inc., 1984.

Ref E 184 M5 M453 — Meier, Matt S. Dictionary of Mexican American History. Westport, CT: Greenwood, 1981.

Directories

Ref E 184 M5 C26 1985 — Caballero, Cesar., comp. Chicano Organizations Directory. NY: Neal-Schuman Publ., 1985. Lists Chicano Studies programs in colleges and universities and Chicano organizations. Subject and geographic indexes.

Biographies

Ref E 184 M5 M385 — Martinez, Julio A. Chicano Scholars and Writers: A Bio-Bibliographical Directory. Metuchen, NJ: Scarecrow, 1979.

LA RAZA REFERENCE WORKS
Biographies, Cont'd

Ref
LC
2683.6
M3x
National Directory of Chicano Faculty and Research. Compiled by Aztlan Publication and Renee Mares. Los Angeles: Chicano Studies Center, UCLA, 1974.
Includes information about the academic background, publications and research interests of each faculty member and researcher listed.

Bibliography

Z
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S64
1982
Foster, David William. Sourcebook of Hispanic Culture in the United States. Chicago: ALA, 1982.
Covers Mexican Americans, Puerto Ricans and Cubans.

in process
Goldman, Shifra M. and Ybarra-Frausto, Tomas, eds. Arte Chicano: A Comprehensive Annotated Bibliography of Chicano Art, 1965-1981. UC Chicano.

Z
1361
M4
M414
Meier, Matt S., comp. Bibliography of Mexican American History. Westport, CT: Greenwood Press, 1984.
Covers colonial times to the 1980's, special sections on labor, immigration, civil rights and culture.

Ref
Z
1361
M4
R63
Robinson, Barbara J. and Robinson, Joy C. The Mexican American: A Critical Guide to Research Aids. Greenwich, CT: JAI Press, 1980.
An annotated bibliography of more than 600 bibliographies and other reference works.

Ref
Z
1361
M4
T34
Talbot, Jane Mitchell and Cruz, Gilbert R., comps. A Comprehensive Chicano Bibliography 1960-1972. Austin, TX: Jenkins Publishing Co., 1973.
A bibliography of writing about Chicanos, of newspapers and journals related to Chicanos and Chicano studies. Table of contents serves as subject index.

Z
1361
M4
T36
Tatum, Charles M. A Selected and Annotated Bibliography of Chicano Studies. Lincoln, NB: Society of Spanish and Spanish American Studies, 1979.

PERIODICAL AND NEWSPAPER INDEXES

Periodical articles (journal and magazine articles) and newspaper articles will not be listed in the card catalog. They can be located through the use of periodical indexes and abstracts shelved in alphabetical title order in the Reference Area on the first floor of the library. The most frequently used indexes are:

Alternative Press Index, 1969-.
America: History and Life, 1954-.
Art Index, 1929-.
Bibliographic Survey: The Negro in Print, 1965-1971.
Bibliography of Asian Studies, 1969-.
Chicano Periodicals Index, 1967-.
Cumulative Bibliography of Asian Studies, 1941-1965.
Current Bibliography of African Affairs, 1962-.
Current Index to Journals in Education (CIJE), 1969-.
Ethnic Studies Bibliography, 1975-1978 (incorporated into US Political Sciences Documents)
ERIC, 1956-.
HAPI (Hispanic American Periodicals Index), 1975-.
Humanities Index, 1974-.
Index Medicus, 1960-.
Index to Literature on the American Indian, 1970-1973.
Index to Periodical Articles by and about Blacks, 1950-. (Formerly Index to Periodical Articles by and about Negros, 1950-1972).
International African Bibliography, 1973-.
Left Index, 1982-.
MLA Bibliography, 1921-.
New York Times Index, 1851-.
Public Affairs Information Services Bulletin, 1915-.
Psychological Abstracts, 1927-.
Readers' Guide to Periodical Literature, 1900-.
Social Sciences Index, 1974-.
U.S. Political Science Documents, 1975-.

For other periodical indexes relevant to your research, ask at the Reference Desk.

There are many journals related to specific ethnic groups. Consult POST Scripts, the subject index to periodicals in this library located in the Periodicals Area, 2nd floor.

If our library does not have the periodical you need, you may be able to get a photocopy of the article from another CSU library or U.C. Berkeley. For more information, ask at the Interlibrary Loan Desk next to the main Circulation Desk on the 1st floor.

PERIODICALS AND NEWSPAPER INDEXES, Cont'd

The following works list periodicals and newspapers relating to Ethnic Studies:

Ref
Z
1361
E4
E83

Ethnic Serials at Selected University of California Libraries: A Union List. Compiled by ethnic materials librarians at participating libraries. Ed. by Barbara Kuhn Al-Bayati and Others. Los Angeles: University of California, 1977.

GOVERNMENT PUBLICATIONS

The Government Publications Department on the 4th floor of the library houses many useful publications issued by the federal and state governments and international organizations such as the United Nations. Government publications are particularly valuable as sources of statistical information.

Generally, government publications are located by using indexes. Ask for help at the Government Publications Service Desk. The staff will recommend indexes such as the following:

American Statistics Index (ASI), 1973-.
Congressional Information Service (CIS), 1970.
Monthly Catalog of U.S. Government Publications, 1895-.
Statistical Reference Index (SRI), 1980-.

The following are examples of U.S. government publications of interest.

C3.2:H62 — Condition of Hispanics in America Today. 1984.

HE20.9302: M66/3 — Health Status of Minorities and Low Income Groups. 1985.

HE23.9:M66 — Guide to Minority Aging References. 1983.

HE20.8108: As4:vol.1 — Handbook of Asian American/Pacific Islander Mental Health. 1979.

Y3.W19/10:J98 Cabinet M23 — Personal Justice Denied: Report of the Commission on Wartime Relocation and Internment of Civilians. 1982. Film collection

GP Index Area Cabinet M23 — United States. Ratified Indian Treaties, 1722-1869. Microfilm #1136

GP Index Area Cabinet M-1 — U.S. Commission of Indian Affairs Annual Reports, 1824-1949. Microfiche

CR1.2:T23; CR1.2:W72 — Window Dressing on the Set: Women & Minorities on Television, 1977, 1979 update.

## HRAF (HUMAN RELATIONS AREA FILES)

The Human Relations Area Files is a microfiche collection of descriptive ethnographic research data. HRAF is located in the Reference Area, 1st floor. HRAF contains descriptive information on more than 300 groups of people from around the world. Most of the groups included are smaller societies such as the Eskimo or Masai, but HRAF also includes some nations (e.g., Jamaica) and urban groups. Bibliographies and Research Guide #41 How to Use HRAF is available at the Reference Desk.

## RELATED BIBLIOGRAPHIES

The Library has an extensive body of helpful handouts in its Bibliographies and Research Guides series. Other guides in the series that might prove useful in researching the area of Ethnic Studies are:

#23 Broadcasting
#37 Health Information Sources
#25 History
#28 Political Science/Public Administration
#29 Psychology/Sociology/Social Work

Ask for these guides at the Reference Desk.

samna/bibres3
ethstul5/mar87

# FOREIGN COUNTRY INFORMATION

BIBLIOGRAPHIES & RESEARCH GUIDES: #18 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

The following bibliography is a selective guide to information sources located in the J. Paul Leonard Library. It is designed to facilitate research in such areas as international relations, comparative politics and international economics. Most of the materials listed in this guide are located in the Reference or the Government Publications areas. Location symbols are as follows:

| | |
|---|---|
| GP | Government Publications, 4th floor |
| PER | Periodicals/Microforms, 2nd floor |
| RD | Reference Desk, 1st floor |
| RS | Reference Stacks, 1st floor |
| C | Circulating Books in regular stacks, 1st-3rd floors |

## CARD CATALOG

If you wish to find books on a particular country, check the SUBJECT section of the Card Catalog under the name of the country in alphabetical order. If you have a particular title or author in mind, look in the AUTHOR/TITLE section of the Card Catalog or on the BOOK FINDER computer terminal to find the call number of the book. BOOK FINDER will also tell you is a book is checked out or on reserve. In the SUBJECT Catalog books will be listed under more specific subheadings under the name of the country, for instance:

Communication—Germany (West)
Germany (West)—Commerce
Germany (West)—Description and Travel
Germany (West)—Economic Conditions
Germany (West)—Economic Policy
Germany (West)—Foreign Economic Relations
Germany (West)—Foreign Relations
Germany (West)—History
Germany (West)—Military Policy
Germany (West)—Politics and Government
Germany (West)—Social Conditions
Germany (West)—Statistics
Industry and State—Germany (West)

You should also look in the SUBJECT Catalog under the name of the region your country belongs to and the names of relevant regional organizations. For example, "Europe" and "European Economic Community Countries."

To locate other subject headings and subheadings consult the two-volume *Library of Congress Subject Headings*, a set located next to the SUBJECT Catalog.

## COUNTRY BACKGROUND SOURCES

C — Area Handbooks (U.S. Army/American University Field Staff). Irregular.
Wonderful compendia on countries of strategic interest to the U.S. Recent area handbooks are listed in the Author/Title catalog under the name of the country, with the subtitle, "A Country Study." For instance, if you wish to find an Area Handbook on China, check the Author/Title Catalog on the first floor under China, A Country Study. Older Area Handbooks are listed in the Author/Title Catalog under Area Handbook for (name of the country).

GP (Country Files) — Background Notes. U.S. State Department, irregular.
Basic information on countries of the world compiled by the State Department Staff. (See also Ref G 1 C88 Countries of the World and Their Leaders Yearbook at the Reference Desk, 1st floor). Background Notes and other useful pamphlets are located in the Government Publications Country Files, 4th floor. The Country Files are arranged by the name of the country and are located adjacent to the Government Publications Desk. For other government publications, see GOVERNMENT PUBLICATIONS section, below.

86 299

COUNTRY BACKGROUND SOURCES (Cont'd)

RD Ref HC 59.7 K87 — Encyclopedia of the Third World. 3rd ed. New York: Facts on File, 1987. (on order)
This 3-volume set is a very useful source for comparative study of more than 100 third world countries. Chronology and bibliography are provided. See also Atlas of the Third World by the same author and publisher (Ref Desk G 1046 G1 K8 1983).

RD Ref JN 1 E85 — Europa Yearbook: A World Survey. London: Europa Publications, annual.
A 2-volume set on international organizations and countries of the world. The following regions have separate yearbooks: Africa South of the Sahara (Ref DT 351 A37), South America, Central America, and the Caribbean (Ref F 1406.5 S68x), The Far East & Australasia (Ref DS 1 F3), and the Middle East and North Africa (Ref DS 49 M5).

RD Ref JA 51 I57 — International Yearbook and Statesmen's Who's Who. London: Information Services Ltd., annual.
Covers information on international organizations and political, statistical, and directory information about each country of the world. A biographical section gives sketches of world leaders in government, church, commerce, industry, and education.

RD — Kaleidescope, Current Only. (Formerly: Deadline Data)
A card file containing domestic and foreign affairs information on countries. It also covers the activities of all major international organizations. Each file contains general background information on the country or organization, demographics, history, economy, government, and a chronology of events.

RD Ref JA 51 S7 — The Statesman's Yearbook: Statistical and Historical Annual of the States of the World for the Year . . .
New York: St. Martin's, annual.
Contains basic descriptive and statistical information about the governments of the world. Useful bibliographic references are given for each country.

RD Ref G 63 W67 — Worldmark Encyclopedia of the Nations, New York: Wiley, 1984. 5 vols.
An encyclopedia of geographic, historical, political, social and economic information on countries. Volume 1 treats the United Nations system.

## CURRENT EVENTS/NEWS SOURCES

RD Ref D 2 A7 — Annual Register of World Events. London: Longman, Green, annual. Discusses events of the year by geographic region. Treats subjects such as arts, literature, politics, religion, science and technology, includes major speeches and other important documents.

RS Ref JX 21 Y4 — Year Book of World Affairs. Boulder, Colorado: Westview, annual. Scholarly articles on major international events of the world.

For a more complete list of current events and news sources, ask for Bibliographies and Research Guides #36 at the Reference Desk.

## POLITICAL PARTIES AND CONSTITUTIONS

RS Ref JF 11 P427 — Constitutions of Nations. Rev. 3rd ed. The Hague: Nijhoff, 1965 - 1970. 4 v. in 7. Offers texts of constitutions of all countries in English. Constitutions are grouped by continents: v. 1: Africa, v. 2: Asia, Australia, Oceana (2 vols.), v. 3: Europe (2 vols), v. 4: The Americas (2 vols.).

In Process — Parliaments of the World. 2nd ed. Aldershot: Gower, 1986. A comparative compendium on 87 parliamentary systems of the world.

RD Ref JC 328.3 P43 — Political Dissent: An International Guide to Dissent, Extraparliamentary, Guerrilla & Illegal Political Movements. London: Longman, 1983. Describes illegal political organizations, movements and forces in countries grouped by region.

RD Ref JF 37 P6 — Political Handbook of the World. Issued in cooperation with the Council on Foreign Relations. Binghamton, N.Y.: CSA Publications, irregular. Contains articles on political developments in each country as well as an overview of current political issues for the previous year. Also includes a chronology of world events.

RD Ref JF 2051 D39 — Political Parties of the World. 2nd ed. London: Longman, 1984. Treats the officially recognized political parties in each country. Companion to Political Dissent.

RD Ref JA 51 S7 — World Encyclopedia of Political Systems and Parties. New York: Facts on File, 1983. This 2-volume encyclopedia describes the political systems and parties of 169 sovereign nations and eight dependent territories. For each country, it provides basic descriptions of institutions of government and election systems.

## STATISTICAL SOURCES

RD Ref HA 155 K87 — The New Book of World Rankings. New York: Facts on File, 1984. Compares and ranks over 190 nations of the world according to their performance in more than 300 key areas.

RD Ref HA 155 W66 — The World in Figures. Ed. by the Economist. 4th ed. Rand McNally, 1985. (on order) This book provides statistics on each country in the world and also ranks countries under various subject headings.

RD Ref HN 25 T39 — World Handbook of Political and Social Indicators. 3rd ed. New Haven: Yale University Press, 1983. Ranking of countries by various statistical measures.

For a more complete list of statistics sources, ask for Bibliographies and Research Guides #42, Foreign Country Statistics.

## MILITARY AND ARMAMENTS SOURCES

RD Ref UA 15 M56x — The Military Balance. London: The International Institute for Strategic Studies, annual. An annual quantitative assessment of the military power and defense expenditures of the countries of the world.

RD Ref HJ 7469 W67x — World Military and Social Expenditures. Washington, D.C.: World Priorities, annual. Text and statistics on world military and social indicators and developments.

RD & GP #6 Ref UA 5 — World Military Expenditures and Arms Transfers. Washington, D.C.: U.S Arms Control and Disarmament Agency, annual. Provides military expenditure/GNP and arms transfer information for countries of the world.

For detailed information on weapons in use country by country, see Jane's yearbooks (consult the AUTHOR/TITLE Catalog for specific call numbers). In addition, several annual reviews of defense related matters are available: American Defense Annual (Ref Stacks UA 23 A1 A47), World Armaments and Disarmament: SIPRI Yearbook (UA 10 S2) and Strategic Survey (U 162 S77).

## DICTIONARIES, DIRECTORIES, AND COMPENDIA OF DOCUMENTS

RD Ref JX 68 B37 — Basic Documents in International Law. London: Oxford University Press, 1983. Provides the text of basic international law documents under eight broad topics.

DICTIONARIES, DIRECTORIES, AND COMPENDIA OF DOCUMENTS (Cont'd)

RD Ref JX 68 I497 Basic Documents in International Law and World Order. St. Paul, Minn: West Publishing Co., 1980. Texts of basic international legal documents under seven broad subjects and, under each, chronologically.

RD Ref JX 1977 O8213 Encyclopedia of the United Nations and International Agreements. Phildelphia: Taylor and Francis, 1985. Contains information on the U.N. and on international agreements, organizations and terminology. In many cases includes the text of documents and bibliographies.

RD Ref JX 1226 P55 The International Relations Dictionary. Santa Barbara, CA.: ABC-Clio, 1982. Terms are alphabetically arranged under broad topics with index in back. One of a series, Clio Dictionaries in Political Science, which includes regional political dictionaries for Africa, Asia, etc.

RD Ref JX 1904 A42 Yearbook of International Organizations. New York: Gale, annual. 3 vols. Presents detailed information about international organizations and associations currently active.

PERIODICALS: JOURNALS, MAGAZINES

In order to find current information on any country or region and studies on very specific topics, it is necessary to use information published in periodical (journal and magazine) articles. These articles will not be listed in the Card Catalog. They can be located through the use of periodical indexes and abstracts shelved in alphabetical title order in the Reference Area on the first floor. The most useful indexes and abstracts are:

Africa Bibliography, 1984 -
Africa Index, 1971-76, 1985-
Air University Library: Index to Military Periodicals, 1962 -
Bibliography of Asian Studies, 1969 -
Current Bibliographical Information, 1971- (New Publications in the Dag Hammarsksjold Library, 1967-70)
Current Bibliography on African Affairs, 1962 -
Current World Leaders Cumulative Index, 1983 -
Handbook of Latin American Studies, 1935 -
Hispanic American Periodicals Index (HAPI), 1975 -
Historical Abstracts, Part B (20th Century), 1971 -
InfoTrac, 1980 -
International African Bibliography, 1973 -
International Development Abstracts, 1986-
International Bibliography of the Social Sciences - Economics, 1952- ; - Political Science, 1953 - (titles vary)
International Political Science Abstracts, 1951 -
Magazine Index, 1976 -
Middle East: Abstract and Index, 1978 -
Peace Research Abstracts Journal, 1964 -

PERIODICALS: JOURNALS, MAGAZINES (Cont'd)

Political Science Abstracts, 1980 -
(Universal Reference System, 1965-79)
Population Index, 1935-
Public Affairs Information Service Bulletin, 1915 -
Readers Guide to Periodical Literature, 1900 -
Social Sciences Citation Index, 1966 -
Social Sciences Index, 1974 -
United Nations Library Monthly Bibliography, 1973 - (titles varies)
United States Political Science Documents, 1975 -

Current and back issues of periodicals are located on the 2nd floor of the library. There are two lists which show titles available in this library:

P.O.S.T (PERIODICAL OR SERIAL TITLES) (Located at service desks throughout library)
Rotary Index of S.F.S.U. Periodicals (Current Periodicals, 2nd floor)

Another list called POST SCRIPTS lists periodicals in the SFSU collection by broad subject (including country name or region), by country of origin (for newspapers), by language and by date (for historical periodicals). This list is available at the Reference and other desks throughout the library.

Newspaper articles are also an excellent source of current and highly specific information on countries. For a list of newspaper indexes see Bibliographies and Research Guides #36.

INTERLIBRARY LOAN (ILL)

If the library does not have the periodical or book you need, you may be able to get a xerox copy of the article or borrow the book from another CSU library or U.C. Berkeley. For instructions, see the Interlibrary Loan Desk, 1st floor. Ask at the Reference Desk about how to determine if a local public or academic library has a periodical not available in this library.

COMPUTERIZED LITERATURE SEARCHING

Computerized literature searching for articles and (in some cases) statistics and directory information is available. Ask at the Reference Desk about buying a computer search. For most student papers a computer search is too costly for the return, and a personal search through the printer material will do just as well.

GOVERNMENT PUBLICATION SOURCES

The Government Publications Area on the 4th floor of the library collects many useful and current publications on foreign countries. A good place to begin research in Government Publications is the GP Country Files which include useful pamphlets such as: Background Notes, Post Reports and Foreign Economic Trends. To locate other government publications it is generally necessary to use subject indexes such as the following:

GOVERNMENT PUBLICATION SOURCES, (Cont'd)

FBIS: Foreign Broadcast Information Service: FBIS Daily Reports, 1978 -
FBIS monitors foreign broadcasts, news agency transmissions, newspapers, periodicals and government statements. It publishes translations in FBIS Daily Reports. Consult the FBIS Index for specific region or country.

JPRS: Joint Publications Research Service, 1978 -
JPRS Reports provide translations of political, scientific and technical literature from newspapers, journals, and scholarly sources from all areas of the world. Transdex, 1979 - indexes the JPRS Reports. It provides both subject and personal name access and is issued monthly.

CIS (Congressional Information Service Index), 1970 -
Indexes U.S. congressional hearings and reports.

Monthly Catalog of U.S. Government Publications, 1895 -
Basic index to U.S. government publications.

International Bibliography: Publications of Intergovernmental Organizations, 1983- (International Bibliography, Information, Documentation, 1973-1979)

UNDOC, 1950 - (Title Varies)
Indexes official United Nations publications. For a more complete list of United Nations reference sources, ask for Bibliographies & Research Guides #108, United Nations Publications.

ASI (American Statistics Index), 1974 -
Indexes U.S. government statistical publications.

IIS (Index to International Statistics), 1983 -
Indexes publications of international organizations which include statistics.

Statistical Reference Index, 1980 -
Indexes non-federal U.S. statistical publications.

If you are looking for official publications of foreign countries, look under the name of the country in the Government Publications card catalog.

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# FOREIGN COUNTRY STATISTICS

BIBLIOGRAPHIES & RESEARCH GUIDES: #42 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

The following bibliography is a selective guide to information sources in the J. Paul Leonard Library. Location abbreviations: GP=Government Publications, 4th floor; REF=Reference Services, 1st floor; PERS=Periodicals/Microforms, 2nd floor.

## General

*Europa Yearbook*, annual (REF Desk: JN 1 E85).

*International Marketing Data and Statistics*, annual (REF Desk: HA 42 I56) and *European Marketing Data and Statistics*, annual (REF Desk: HA 1107 E87).

United Nations. Statistical Office. *Statistical Yearbook*, annual (GP Desk: ST/ESA/STAT/SER.S/#). Updated by the *U.N. Monthly Bulletin of Statistics* (PERS and GP: IIS fiche 3080-P2).

U.S. Census Bureau. *Statistical Abstract of the U.S.*, annual. (Ref and GP Desks: C3.134:(yr.)).

U.S. Central Intelligence Agency. *World Factbook*, annual. (GP Desk: PrEX3.15:year).

World Bank. *World Bank Atlas* and *World Development Report*, annual (GP Desk).

*World Outlook*, (E.I.U.), annual (REF Desk: HC 59 E387a).

## Regional Statistics

*COMECON Data* [Soviet Bloc], biennial (REF Desk: HC 244 C186).

European Community. *Basic Statistics of the Community* (with comparisons with other industrialized countries) (GP:IIS fiche 1300-S40) and *Eurostat Review* (GP:IIS fiche 1300-S48), both annual and *Eurostatistics: Data for Short-Term Analysis*, monthly (GP:IIS fiche 1300-P6).

*Europa Yearbooks* for most regions, (REF Desk: various call numbers).

Organization for Economic Cooperation and Development (W. Europe, U.S., Canada, Japan, Australia, N. Zealand). *Main Economic Indicators*, monthly, which updates *Historical Statistics* (GP: OECD Microfiche).

Organization of American States. *OAS Statistical Bulletin*, quarterly (GP Desk).

*Statistical Abstract of Latin America*, annual (REF Desk: HA 935 S79x).

United Nations. Economic Commission for Africa. *African Statistical Yearbook* (GP Desk).

United Nations. Economic Commission for Asia and the Pacific. *Statistical Yearbook for Asia and the Pacific* (GP Desk: ST/ESCAP/#). Updated by *Statistical Indicators for Asia and the Pacific* (GP:IIS fiche 3170-P1 and GP Stacks) and *Quarterly Bulletin of Statistics for Asia and the Pacific* (GP:IIS fiche 3171-P4 and PERS).

United Nations. Economic Commission for Europe. *Statistical Indicators of Short-Term Economic Change in ECE Countries*, monthly (GP:IIS fiche 3210-P2).

United Nations. Economic Commission for Latin America. *Statistical Yearbook for Latin America*, annual (GP Desk: E/CEPAL.#).

United Nations. Economic Commission for Western Asia. *Statistical Abstract of the Region of the ECWA*, annual (GP: IIS fiche 3250-S3).

United States. Central Intelligence Agency. *Handbook of Economic Statistics*. (GP Desk:PrEx3.10/7:number varies). (For all communist countries and selected other countries).

## Financial and National Income Statistics

European Community. *National Accounts ESA*, annual (GP:IIS fiche 1300-S17, S28, S29, M11, S43).

International Monetary Fund. *Balance of Payments Statistics*, annual, with monthly supplements (GP Desk).

International Monetary Fund. *Government Finance Statistics Yearbook*, annual (GP Desk).

International Monetary Fund. *International Financial Statistics Yearbook*, annual with supplements (GP Desk). Updated by *International Financial Statistics* monthly (PERS and GP:IIS fiche 3840-P5).

Organization for Economic Cooperation and Development (W. Europe, U.S., Canada, Japan, Australia, N. Zealand). *National Accounts*, annual (GP: OECD Microfiche).

United Nations. Statistical Office. *Yearbook of National Account Statistics*, annual (GP Desk:ST/ESA/STAT/SER.O/#).



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### Statistics on Specific Subjects

Food and Agriculture Organization. *Production Yearbook*, annual (GP Desk). Updated by *F.A.O. Monthly Bulletin of Statistics* (PERS).
Food and Agriculture Organization. *Yearbook of Fishery Statistics*, annual (GP Desk).
Food and Agriculture Organization. *Yearbook of Forest Products*, annual (GP Desk).
International Labour Office. *Yearbook of Labour Statistics*, annual (GP Desk). Updated by *Bulletin of Labour Statistics* (PERS and GP:IIS fiche 3720-P2).
*Retail Trade International*, irregular (REF Desk: HF 5429 .R48x).
UNESCO. *Statistical Yearbook*, annual (GP Desk).
United Nations. Statistics| Office. *Demographic Yearbook*, annual (GP Desk: ST/ESA/STAT/SER.R/#).
United Nations. Statistical Office. *Energy Statistics Yearbook*, annual (GP Desk: ST/ESA/STAT/SER.J/#).
United Nations. Statistical Office. *Yearbook of Industrial Statistics*, annual (GP Desk: ST/ESA/STAT/SER.P/#).
U.S. Mines Bureau. *Minerals Yearbook*, vol. 3 (GP Desk: I 28.37:year).
World Health Organization. *World Health Statistics*, annual (GP Desk).

### Foreign Trade Statistics

*COMECON Foreign Trade Data* [for Soviet Bloc], biennial (GP Desk: HF 3491.5 C65).
Food and Agriculture Organization. *FAO Trade Yearbook*, annual (GP Desk).
International Monetary Fund. *Direction of Trade Yearbook*, annual (GP Desk). Updated by *Direction of Trade* monthly (PERS and GP:IIS fiche 3840-P4).
Organization for Economic Cooperation and Development (W. Europe, U.S., Canada, Japan, Australia, N. Zealand). *Foreign Trade by Commodities*, annual (GP Desk) and *Monthly Statistics of Foreign Trade*. (GP:OECD Microfiche).
United Nations. Statistical Office. *Yearbook of International Trade Statistics*, annual (GP Desk: ST/ESA/STAT/SER.G/#) and *Commodity Trade Statistics*, annual (GP:IIS fiche: 3080-S1).
United National Conference on Trade and Development *Handbook of Trade and Development Statistics*, irregular (GP Desk: TD/STAT/#).
U.S. Commerce Department. FT (Foreign Trade) series (GP Desk).

### Individual Country Statistical Sources

The Library has a very small number of statistical sources published by foreign govenrments. Most will be in Government Publications and Periodicals/Microforms, but a few are in the main book collection. To locate these sources look in the GP catalog and *P.O.S.T. Scripts* (located at the REF, GP and PERS Desks) under country name, and look in the 1st floor AUTHOR/TITLE Catalog under country name and in the SUBJECT Catalog under Country Name-Economic Conditions-Periodicals and Country Name-Statistics and Country Name-Yearbooks. Examples for Japan:

Japan. Bureau of Statistics. *Japan Statistical Yearbook*, annual (GP Stacks).
Bank of Japan. *Monthly Economic Review*. (PERS)

The following bibliographies list statistical sources published by individual countries: *Sources of World Banking and Financial Information* (REF Desk: Z 7164 F5 D48); *Sources of African and Middle Eastern Economic Information* (REF Stacks: Z7165 A4 B55); *Sources of Asian/Pacific Economic Information* (REF Stacks: Z 7165 P26 B53); *Sources of European Economic Information* (on order); *Statistics-Africa* (REF Stacks: Z 7554 A34 H37); *Statistics-America* (REF Desk: Z 7554 A5 H37); *Statistics-Asia & Astralasia* (REF Stacks: Z 7554 A8 H3 1983x); *Statistics-Europe* (REF Stacks: Z 7554 E8 H35).

### Indexes

The most useful index to statistics published by intergovernmental organizations is the *Index to International Statistics* (GP Index Area). This index has been published since 1983; it is monthly with quarterly and annual cummulations. Most of the publications indexed and abstracted in *IIS* are available in an accompanying microfiche collection and/or in the regular government publications collection.

Foreign statistics may also be found in two similar indexes: *American Statistics Index* and *Statistical Reference Index*. Look under subject or under the category, "FOREIGN COUNTRY." The publications in these two index are from the U.S. government and U.S. publishers (GP Index Area). Other useful sources are *DataMap* (REF Desk: Z 7551 M35), *Source book of Global Statistics* (GP Desk: Z 7551 K46), *Statistics Sources* (REF Desk: Z 7551 S83), U.N. *Directory of International Statistics (GP Desk: ST/ESA/STAT/SER.M/56 Rev.1) and SISCIS: Subject Index to Sources of Comparative International Statistics* (GP and REF Desks: Z 7551 P54).

# FOREIGN TRADE STATISTICS

BIBLIOGRAPHIES & RESEARCH GUIDES: #114 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

This guide lists the most commonly used sources of import and export statistics; they are located in Government Publications (4th floor), unless otherwise noted. To locate additional sources (particularly hard-to-find countries and commodities or special surveys) use the following statistics indexes:

GP Index Table S — ASI—American Statistics Index, 1974-
Statistical reports published by U.S. government agencies. Some of these reports are in the ASI fiche collection and others in the regular documents collection.

GP Index Table S — IIS—Index to International Statistics, 1983-
Statistical reports published by international organizations such as the International Monetary Fund or Asian Development Bank. Most sources are on IIS fiche.

GP Index Table S — SRI—Statistical Reference Index, 1980-
Statistical reports published by state governments and U.S. business and research organizations. Many of these sources are on SRI fiche.

All three of these indexes may be searched under the term, "FOREIGN TRADE," or by country and commodity names. The staff at the Government Publications Desk will show you how to use them and explain where to look for the sources indexed.

## COMPREHENSIVE TRADE SOURCES

The sources listed here include most or all countries. The latest edition is usually at the Government Publications Desk. Commodity statistics are usually arranged by classification systems; the system used in each source is shown in parenthese under the shelving numbers. The classification systems and their manuals are described in the section immediately following this one.

Intl #29b (CIN & SITC) — COMECON Foreign Trade Data. Biennial.
Trade data for European Soviet Bloc countries.
(HF 3491.5 C65 1982x Gov Publ Non Circ)

Intl #1 — Contracting Parties to GATT (General Agreement on Tariffs and Trade). International Trade.
Annual analysis of international trends.

GP Reserve Area — Country Files
Current pamphlets published by government agencies and private companies: Country Market Surveys, Doing Business in . . ., Foreign Economic Trends, Overseas Business Reports, etc.

Intl #5 (SITC) — Food and Agriculture Organization of the U.N.
FAO Trade Yearbook
Annual statistics on agricultural commodities.

Intl #13 — International Monetary Fund.
Direction of Trade Yearbook. Annual.
Provides seven years of data. Trade in dollars between countries but not by commodity. Updated by the monthly, Direction of Trade, located in Periodicals, 2nd floor.

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GP Index Table S — ASI - American Statistics Index, 1974-
Statistical reports published by U.S. government agencies. Some of these reports are in the ASI fiche collection and others in the regular documents collection.

GP Index Table S — IIS - Index to International Statistics, 1983-
Statistical reports published by international organizations such as the International Monetary Fund or Asian Development Bank. Most sources are on IIS fiche.

GP Index Table S — SRI - Statistical Reference Index, 1980-
Statistical reports published by state governments and U.S. business and resarch organizations. Many of these sources are on SRI fiche.

All three of these indexes may be searched under the term, "FOREIGN TRADE," or by country and commodity names. The staff at the Government Publications Desk will show you how to use them and explain where to look for the sources indexed.

## COMPREHENSIVE TRADE SOURCES

The sources listed here include most or all countries. The lastest edition is usually at the Government Publications Desk. Commodity statistics are usually arranged by classification systems; the system used in each source is shown in parentheses under the shelving numbers. The classification systems and their manuals are described in the section immediately following this one.

Intl #29b (CTN & SITC) — COMECON Foreign Trade Data. Biennial.
Trade data for European Soviet Bloc countries.
(HF 3491.5 C65 1982x Gov Publ Non Circ)

Intl #1 — Contracting Parities to GATT (General Agreement on Tariffs and Trade). Interntional Trade.
Annual analysis of international trends.

GP Reserve Area — Country Files
Current pamphlets published by government agencies and private companies: Country Market Surveys, Doing Business in . . ., Foreign Economic Trends, Overseas Business Reports, etc.

Intl #5 (SITC) — Food and Agriculture Organization of the U.N.
FAO Trade Yearbook.
Annual statistics on agricultural commodities.

Intl #13 — International Monetary Fund.
Direction of Trade Yearbook. Annual.
Provides seven years of data. Trade in dollars between countries but not by commodity. Updated by the monthly, Direction of Trade, located in Periodicals, 2nd floor.

COMPREHENSIVE TRADE SOURCES (Cont'd)

Intl #15 — International Monetary Fund.
*International Financial Statistics Yearbook.*
Annual; provides twenty years of data on total imports and exports of a country. See also its *Supplement on Trade*.

Intl #22b (SITC) — Organization for Economic Cooperation and Development.
*Foreign Trade by Commodities (Series C).*
Annual summary of OECD member country imports and exports. Arranged by major SITC groups, then trading partners. Also available as IIS fiche 2300-S39.

OECD fiche (SITC) — *Monthly Statistics of Foreign Trade.*
Updates the preceding title. Also available as IIS fiche 2300-P6.

Intl #44 (SITC) — U.N. Conference on Trade and Development.
*Handbook of International Trade and Development Statistics.*
Analytical collection with historical tables, export structure tables, market share, price data, and trends.

Intl #42b — *Yearbook of International Commodity Statistics.*
Annual analysis of trade in agricultural primary commodities and minerals, ores, and metals at regional and country level.

Intl #29 (SITC) — U.N. Statistical Office.
*Yearbook of International Trade.* Annual.
Vol. 1: Trade by country, then trading partner or commodity. Vol. 2: Trade by commodity, then country, and commodity matrix tables showing trade between leading countries by broad commodity groups.

Reminder: There are many more sources that may be located by using the statistics indexes, for example:

IIS fiche 3170-S4, S5 (SITC) — U.N. Economic and Social Commission for Asia and the Pacific. *Foreign Trade Statistics for Asia and the Pacific.* Annual.

IIS fiche 3080-S1 (SITC) — U.N. Secretariat. *Commodity Trade Statistics.* Annual.
Foreign trade of individual countries arranged by commodity, then trading partners.

ASI fiche 2046-2 & 2046-13 (SITC) — U.S. Commerce Department.
*Market Share Reports.*
Compares U.S. export data with other key developed countries. One series is by importing country, then commodity imported; the other series is by commodity imported, then importing country.

## INTERNATIONAL COMMODITY CLASSIFICATIONS

The following are the internationally recognized systems commonly used to classify import/export statistics:

BTN — Brussels Tariff Nomenclature.
Older system replaced by CCCN.

CCCN — Customs Cooperation Council Nomenclature.
Cross listed in the SITC manual.

CTN — CMEA Trade Nomenclature.
CMEA is an organization of Soviet Bloc countries (also known as COMECON). Used in COMECON Foreign Trade Data; briefly described in its introduction.

HS — Harmonized Commodity Description and Coding System.
Based on the CCCN. Scheduled to be implemented by the U.S. and its major trading partners in January 1988.

SITC Rev.2 — Standard International Trade Classification, Revision 3.
U.N. created; Revision 2 now most common, but a few countries still report data under older SITC. Revision 3 will be used beginning in 1988. Sources indicate which is used.

Guides to SITC:

Intl #32a, 32b — Commodity Indexes for the SITC, Rev.2.
Detailed guide. Vol. 1 arranged by SITC; gives history, directions for use, expanded lists of commodities included in each number. Vol. 2 includes an alphabetical index and provides CCCN numbers corresponding to larger SITC categories.

Intl #29c — Standard International Trade Classification, Rev.3 [manual].
Arranged by SITC number; provides corresponding earlier SITC and HS or CCCN numbers.

For other abbreviations, check the introductions, appendicies, or footnotes to tables. Dictionaries for international business and abbreviations are available at the Reference Desk, 1st floor.

## U.S. FOREIGN TRADE

U.S. Commerce Department publications provide far more detailed data on U.S. imports and exports than the above sources. It is possible to research methods of shipment and customs districts in addition to quantity and value of specific commodities. The guides listed below describe U.S. sources and services; they are located at the GP desk.

C61.8:Ex7/3 — Basic Guide to Exporting. 1986.
U.S. International Trade Administration guide to data, strategies, and contacts.

U.S. FOREIGN TRADE (Cont'd)

C3.6/2:
F76/983
Guide to Foreign Trade Statistics. 1983.
Clear descriptions of publications, especially the FT (Foreign Trade) series.

T17.17:
(year)
Importing into the U.S.. Annual.
Basic introduction to procedures, forms, abbreviations, tariff schedules.

C61.2:
F76/5
Understanding U.S. Foreign Trade Data. 1985.
Technical and detailed guide to data definitions, reliability, methodologies, and comparability to international data.

U.S. Trade Summaries

A1.47:(year)
U.S. Department of Agriculture.
Agricultural Statistics. Annual.
Statistical compendium with a chapter providing an overview of agricultural trade.

C3.164:
990/(year)
U.S. Department of Commerce.
Highlights of U.S. Export and Import Trade. Annual.
Statistical summaries of data from the FT series; includes tables by customs region (e.g., San Francisco).

C61.28/2:
(year)
U.S. Foreign Trade Highlights. Semi-annual.
Analytical report indicating overall trends with summary tables for each country showing leading items traded over a 4-year period.

C61.28:
(year)
U.S. Trade Performance in 19-- and Outlook.
Analysis of trends, contributing factors and probable future developments.

U.S. Trade In-Depth

A93.17/7:
(GP Stacks)
U.S. Department of Agriculture.
Foreign Agricultural Trade of the U.S. (FATUS).
Bimonthly since 1962. Supplements provide annual cumulations for the calendar year and for the fiscal year (October to September). Detailed data on value and quantity of trade by agricultural commodity and then by country.

C3.164:
(FT nos)
U.S. Commerce Department.
FT (Foreign Trade) Reports.
Annual or monthly as shown in the table on THE NEXT PAGE. In addition to listing value and quantity of specific commodities traded with specific countries, it is often possible to compare shipping methods or determine the value of trade through a customs district. The chart on the next page lists basic features of each report series; for further guidance, see next section. Published in microfiche; latest at Government Publications Desk.

SEE CHART ON NEXT PAGE

U.S. Trade In-Depth (Cont'd)

C3.164: (FT nos) FT (Foreign Trade) Reports (Cont'd)

| SERIES NUMBER | TITLE/CONTENT | CLASSIF-ICATION | FREQUENCY |
|---|---|---|---|
| FT 135 | * Imports: commodity by country; customs & c.i.f. values. Cumulative; December issue has annual data. | A | Monthly |
| FT 150 | Imports: commodity by shipping method, by region, by country. | A | Annual |
| FT 155 | Imports: region and country by commodity; shipping methods. | A | Annual |
| FT 210 | Imports: commodity by region. | SIC | Annual |
| FT 246 | *Imports: commodity by country; customs & c.i.f. values and import charges. | TSUSA | Annual |
| FT 410 | *Exports: commodity by country; domestic and foreign merchandise. Cumulative; December issue has annual data. | E | Monthly |
| FT 446 | *Exports: commodity by country; domestic and foreign merchandise. | B | Annual |
| FT 450 | Exports: commodity and region by shipping methods; commodity by country by shipping methods. | E | Annual |
| FT 455 | Exports: continent & country by commodity by shipping methods; region by commodity by shipping methods. | E | Annual |
| FT 610 | Exports: commodity by region. | SIC | Annual |
| FT 990 | Highlights of U.S. Foreign Trade. Cumulative; December issue has annual data. | various | Monthly |

* Most detailed; commodities classified at the 7-digit level.

U.S. Trade In-Depth (Cont'd)

FT (Foreign Trade) Reports (C 3.164:) (Cont'd)

The FT series includes four other titles which are not at the GP Desk:

| Series Number | Title/Content | Classification | Frequency |
|---|---|---|---|
| FT 800 | Trade with Puerto Rico and U.S. Possessions. | B/TSUSA | Monthly |
| FT 900 | Summary of U.S. Exports and Imports | various | Monthly |
| FT 985 | Waterborne exports and imports: Customs Districts, ports. | | Monthly |
| FT 986 | Airborne exports and imports: Customs Districts, Ports. | | Monthly |

U.S. COMMODITY CLASSIFICATIONS

The commodity classification systems used in each FT report are listed in the table above. TSUSA and Schedule B are used when the data is initially collected and compiled; they usually provide the most specific commodities. Schedule A and E are based on the SITC, making international comparisons easier. SIC facilitates comparisons to domestic production of commodities. The following guides to the systems are available:

| | | |
|---|---|---|
| B | C3.150: B/978 | Schedule B: Statistical Classification of Domestic and Foreign Commodities Exported by The U.S. 1978. |
| SIC | PrEx2.6/2: In27/972 | Standard Industrial Classification Manual. 1972. Supplement, 1977. |
| TSUSA | ITC1.10: (year) | Tariff Schedules of the U.S. Annotated. Annual. Loose-leaf. Also provides customs duty rates. A manual that converts TSUSA numbers to Harmonized System numbers is shelved with the TSUSA manual. |

Schedules A and E do not have separate manuals. Use the SITC manual (p.3) or convert TSUSA numbers to A and B numbers to E by using:

| | | |
|---|---|---|
| TSUSA to A; B to E | C3.6/2: F76/2/980 | U.S. Foreign Trade Statistics: Classifications and Cross-Classifications. 1980. |

LJ:lr 5/86
Rev. 5/87

# GEOLOGICAL SOURCES

BIBLIOGRAPHIES & RESEARCH GUIDES: #30 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

## GUIDE TO THE LITERATURE

Ref
Z
6031
W35
1981

Ward, D.C.; Wheeler, M.W.: Bier, R.N. *Geologic reference sources.* 2d ec. Metuchen, New Jersey: Scarecrow Press; 1981.

## INDEXES AND ABSTRACTS

Applied Science and Technology Index, 1958-date.
Bibliography and Index of Geology, 1969-date.
  Earlier see:
  Bibliography and Index of Geology Exclusive of North America, 1933-1968.
  Abstracts of North American Geology, 1966-1971.
  Bibliography of North American Geology, 1785-1970.
Biological and Agricultural Index, 1964-date [for soils, phytogeology].
Deep-Sea Research and Oceanographic Abstracts, 1953-date [title varies].
Energy Information Abstracts, 1976-date.
Energy Research Abstracts, 1976-date. 1975-77 called: ERDA Energy Research Abstracts.
Geo Abstracts
  A. Landforms and the Quaternary, 1978-date.
  B. Biogeography and Climatology, 1972-date.
  E. Sedimentology, 1978-date.
  G. Remote Sensing and Cartography, 1974-date.
Index to Scientific and Technical Proceedings, 1978-date.
Index to Scientific Reviews, 1974-date.
Science Citation Index, 1965-date.
  Permuterm Index.
  Citation Index.
  Source Index.

## PERIODICALS LISTS

Rotary Linedex, at Periodicals/Microforms Desk.
California State University Union List of Periodicals and Serials, at Periodicals/Microforms Desk and at Reference Desk.

Many important series in geology have call numbers and are shelved in the book stacks; they are not listed on the Rotary Linedex, but are listed by series title in the Author-Title Card Catalog.

## INTERLIBRARY LOAN

Photocopy of an article in a periodical held by another California State University library but not at San Francisco State University Library can be obtained through Interlibrary Loan.

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## ONLINE SEARCHING

GEOREF, GEOARCHIVE, and a number of other databases can be searched by computer through DIALOG Information Retrieval Service. Costs of online searches depend on the amount of computer time and the number of citations. For additional information, ask at the Reference Desk.

## GOVERNMENT PUBLICATIONS

Government Publications (fourth floor) has many publications of interest to geologists. Major indexes include:

Publications of the U.S. Geological Survey, 1879-date.
New Publications of the U.S. Geological Survey (monthly).
California State Publications, 1945-date.

## MAPS AND ATLASES

The Maps and Atlases collection is located in the Government Publications Area, 4th floor. A separate catalog located there lists maps and atlases by subject. The collection includes some U.S.G.S. quadrangles for California (topographic maps). (The Geography Department has a complete collection of quadrangles for California.)

## REFERENCE BOOKS

Ref Q 121 M3 — McGraw-Hill Encyclopedia of science and technology. 5th ed. New York: McGraw-Hill; 1982. 15 vols.

Ref QE 515 F24 — Fairbridge, R.W., ed. The encyclopedia of geochemistry and environmental sciences. New York: Van Nostrand Reinhold Co.; 1972.

Ref QE 5 G37 — Bates, R.L.; Jackson, J.A., eds. Glossary of geology. 2d ed. Falls Church, VA.: American Geological Institute.

Ref TP 9 E685 — Encyclopedia of chemical technology. 3d ed. New York: Wiley, 1978-date.

## OTHER COLLECTIONS

California Division of Mines and Geology Library, Ferry Building, San Francisco.

U.S. Geological Survey [inquiries, books, maps], 555 Battery Street, San Francisco.

U.S. Geological Survey Library, 345 Middlefield Road, Menlo Park.

# GRANTS

BIBLIOGRAPHIES & RESEARCH GUIDES: #27 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

The following bibliography is a selective guide to information sources in the J. Paul Leonard Library.

Most of the materials in this guide are located in the Reference or Government Publications Area. Location symbols are as follows:

| | |
|---|---|
| GP | Government Publications, 4th floor |
| PER | Periodicals/Microforms, 2nd floor |
| RD | Reference Desk, 1st floor |
| BIB | Bibliography Room (Z call numbers), 1st floor |

## DIRECTORIES

These reference works will provide names and addresses of funding sources. Most will give history and focus of these agencies and a sample list of grants. In many cases the introduction will include information on "grantsmanship."

### General Directories

RD Ref AS 911 A2 A67
Annual Register of Grant Support. Chicago: Marquis, annual.
Most comprehensive directory. Introductory material gives excellent brief proposal writing guidelines. Covers major government and private programs.

GP PrEx 2.20: (year)
Catalog of Federal Domestic Assistance. Washington, D.C.: G.P.O., annual. 1 vol., with supplement during the year.
A comprehensive listing of federal assistance programs (including aid to students).

GP Desk Calif. #41
Catalog of State Services. Sacramento: State Printing Office, 1976.
The state equivalent of the Catalog of Federal Domestic Assistance.

RD Ref HV 97 A3 C63
The Corporate 500: The Directory of Corporate Philanthropy. San Francisco: Public Management Institute, 1985.
Profiles the grants programs of the top corporate funding sources.

RD Ref HV 97 A3 C64
Corporate Foundations Profiles. New York: The Foundation Center, 1985.
More information but covers fewer foundations and updated less frequently than Corporate 500; use both.

RD Ref LB 2338 D57
Directory of Research Grants. Phoenix: Oryx, annual.
Focuses on research, training and program development for colleges and universities. Cover title: DRG.

RD Ref AS 911 A2 F65
The Foundation Directory. New York: The Foundation Center, biennial.
Excellent coverage for private funding sources.



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General Directories, Cont'd

RD Ref AS 911 A2 F66 — Foundation Grants Index. New York: The Foundation Center, annual. A listing of awards of $5,000 or more with foundation names, recipient, subject and dollar amount.

RD Ref LB 2336 F598 — Foundation Grants to Individuals. New York: The Foundation Center, biennial. For additional information on grants to individuals see Annual Register of Grant Support and Directory of Research Grants (above) and ask for the library's Scholarships Bibliography.

PER — Foundation News. New York: The Foundation Center, bimonthly. Updates Foundation Grants Index.

RD Ref HV 98 C3 G84 — Guide to California Foundations. 6th ed. San Francisco: Northern California Grantmakers 1985. Useful for identifying local non-profit funding sources.

RD Ref AS 911 A2 F64 — National Data Book. New York: The Foundation Center, annual. Computer output based on Internal Revenue Service returns. Useful for identifying small foundations not otherwise covered.

RD HG 4028 C6 S73 Ref — National Directory of Corporate Charity. San Francisco: Regional Young Adult Project, 1984. Introductory sections useful for devising a strategy.

Specialized Directories

The library has several directories for specific fields. Here are some examples:

RD Ref LC 1099 C5x — The CISP International Studies Funding Book. New York: Council for Intercultural Studies and Programs, Inc., 1978.

RD Ref AZ 507 C58 — Coleman, William E. Grants in the Humanities. New York: Neal-Schuman Publishers, 1984. Consult the suggested sources for additional sources in the humanities.

RD Ref AZ 188 D57 — Directory of Grants in the Humanities. Phoenix, AZ: Oryz Press, 1986.

Specialized Directories, Cont'd

RD Ref NX 711 U5 G8 — Guide to Corporate Giving 3. New York: American Council for the Arts, 1983. Funding sources for the arts: performing arts, museums, literature, TV, radio, film and video.

RD Ref HV 1553 H35x — Handicapped Funding Directory. New York: Research Grant Guides, 1982.

RD HV 7 I57 Ref — The International Foundation Directory. London: Europa Publications, 1983. Charitable organizations listed by country.

GP NSI.10/ 4 — U.S. National Science Foundation. Grants and Awards for 19 . Washington, D.C.: G.P.O., annual.

GUIDES AND MANUALS

RD Ref H 91 T29 — Brodsky, Jean, ed. The Proposal Writer's Swipe File II. Washington, D.C.: Taft Products, Inc., 1976. Provides sample proposals from which to get ideas.

RD Ref HV 41 C638 — Conrad, Daniel Lynn. The New Grants Planner. San Francisco: Institute for Fund Raising, 1980. Guidelines for formulating a strategy; useful for the first-time applicant.

RD Ref Q 180.55 P7 H35 — Hall, Mary. Developing Skills in Proposal Writing. Corvallis, OR: Continuing Education Publications, 1977. Step-by-step through the proposal development process. Especially useful in answering Requests for Proposals (RFP's).

RD Ref HG 177 H47 — Hillman, Howard. The Art of Winning Corporate Grants. New York: Vanguard, 1980. "Ten Keys to the Corporate Treasury" plus a sample proposal and helpful hints.

RD Ref HV 41 L413 — Lefferts, Robert. Getting a Grant in the 1980's. Englewood Cliffs, NJ: Preutice-Hall, 1982. Reasoned and comprehensive. A human services focus.

RD Ref NX 398 W46 — White, Virginia. Grants for the Arts. New York: Plenum, 1980. For literature, visual arts, film, music, dance, theatre and crafts, start here.

## LOCATING ADDITIONAL BOOKS

BIB REF Z 7164 F5 G46 — Georgi, Charlotte and Fate, Terry. Fund-raising, Grants, and Foundations: A Comprehensive Bibliography. Littleton, CO: Libraries Unlimited, Inc., 1985.

GP GP3.22/ 2:258/ — Grants and Awards. Washington, D.C.: GPO, 1985. Brief subject bibliography for U.S. government 10 documents. Shelved in the Reserve Materials Area.

Also consult the suggestions for further readings in books listed in this bibliography. To find other works on grants check the SUBJECT Card Catalog using the following headings:

Corporations - Charitable Contributions
Endowments
Federal Aid to _____
Fund Raising
Proposal Writing in _____
Research Grants

## INDEXES

Periodicals provide up-to-date information on grants. To find articles about grants use the following periodical indexes and abstracts located in the Indexes and Abstracts area near the Reference Desk. (For information about other indexes and abstracts ask at the Reference Desk.)

Current Index to Journals in Education. Use the heading "Grants" and "Grantsmanship".

ERIC. Indexes Resources in Education microfiche under the headings "Grants" and "Grantsmanship".

Public Affairs Information Service. A selective guide to periodicals and books. See the note under "Grants-in-aid".

Statistical studies are useful for tracking trends in grant awards. The following indexes can be found in the Government Publications Department. To determine the most useful subject heading, consult the note under "Grants and Grants-in-aid."

American Statistics Index. For U.S. Government publications.

Statistical Reference Index. For state and non-governmental studies

## COMPUTER SEARCHING

Databases, including those of the Foundation Center, can be searched online as a supplement to other sources listed. These services charge a fee. Ask at the Reference Desk about having a computer search done.

SOURCES OUTSIDE THE LIBRARY

Foundation Center Regional Office, 321 Sutter Street, Room 301, San Francisco, CA, 94108. Telephone 397-0902.
Keeps files of annual reports, Internal Revenue Service returns and other information for western foundations.

Grant Development Office, San Francisco State University Fountation, Inc., Franciscan Building, SFSU. Telephone 469-1723.
Information about sources of research and development grants and about grant proposal preparation. Services available to faculty only.

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# HEALTH INFORMATION SOURCES

BIBLIOGRAPHIES & RESEARCH GUIDES: # 37 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

The following bibliography is a selective guide to information sources in the J. Paul Leonard Library.

## BOOKS

To locate a particular book, use the Author/Title Catalog or a Book Finder computer terminal. In the Author/Title Catalog, titles and authors are interfiled; you may look under either. Book Finder also allows you to search either by title or by author. Besides providing a call number, Book Finder indicates if a book is on reserve; and if a book is charged out, Book Finder shows when the book is due.

To locate books by subject, use the Subject Catalog. Use the most specific heading for your topic, e.g., "SICKLE CELL ANEMIA" not "diseases" or "medicine." For help selecting subject headings, use the *Library of Congress Subject Headings* (see Information Guides #5), or ask at the Reference Desk.

## PERIODICALS

Periodicals (journals or magazines) provide more current information than is available in books. They also are the first, and often the only, source for full publication of scientific, technical, medical, or social research. For access to periodical articles by subject, begin with the indexes and abstracts in the Reference Area.

Periodicals are located on the second floor of the Library. The *P.O.S.T.* [Periodical or Serial Titles] list, located at the Reference Desk on the first floor and at the Periodicals/Microforms Desk on the second floor, lists the Library's periodical holdings.

## ABSTRACTS AND INDEXES

The list of abstracts and indexes provided here is incomplete. For more complete listings and for help in selecting the most appropriate index or abstract for a particular topic, ask at the Reference Desk.

Abstracts of Health Care Management Studies, 1978-date.

Biological Abstracts, 1926-date.
The major source for references to biological research, including physiology and some medicine.

Biological and Agricultural Index, 1964-date.
Smaller and quicker to use than Biological Abstracts; includes references to biomedical research.

Child Development Abstracts and Bibliography, 1927-date.

Current Index to Journals in Education [CIJE], 1969-date.
uses the same subject headings as ERIC.

DSH [Deafness, Speech, and Hearing] Abstracts, 1960-date.

Education Index, 1929-date.
For references on health education, school health programs, and the like.

ERIC [Educational Resources Information Center], 1956-date.
An index to research reports, published not in journals but on microfiche, on topics related to education but including much psychology and sociology. To select subject headings for a topic, use the *Thesaurus of ERIC Descriptors* (shelved with ERIC and with CIJE).

Excerpta Medica
Lists articles that are somewhat more clinical than the articles listed in *Index Medicus*. Subject sections available include:

Section 1: Anatomy, anthropology, embryology, and histology, 1982-date.
Section 3: Endocrinology, 1982-date.
Section 4: Microbiology, 1982-date.
Section 16: Cancer, 1982-date.
Section 19: Rehabilitation and Physical Medicine, 1960-date.
Section 21: Developmental Biology and Teratology, 1982-date.
Section 22: Human Genetics, 1982-date.
Section 26: Immunology, Serology, and Transplantation, 1982-date.
Section 29: Clinical Biochemistry, 1982-date.



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ABSTRACTS AND INDEXES, Cont'd

Gerontological Abstracts, 1980-date.

Government Reports Announcements/Index, 1956-date.
Title varies. An index with abstracts to government-sponsored research in all subject fields. Includes references to journal articles, separately published technical and research reports, and some unpublished reports.

Health, Physical Education and Recreation Microform Publications Index, 1949-date.
The reports indexed are available on microfiche.

Hospital Literature Index, 1950-date.

Index Medicus, 1960-date.
The major index to worldwide medical research literature. To select subject headings for a topic, use Medical Subject Headings (published annually; shelved with Index Medicus).

International Nursing Index, 1966-date.

National Newspaper Index, 1979-
Indexes the Christian Science Monitor, New York Times, and Wall Street Journal and the Los Angeles Times and Washington Post, 1982- .

Nursing and Allied Health Index, 1977-date.

Nutrition Abstracts and Reviews - Series A: Human and Experimental, 1967-date.

Physical Fitness/Sports Medicine, 1978-date.

Public Affairs Information Service Bulletin, 1915-date.
An index to all subject fields that includes some government publications, pamphlets and books as well as magazine and journal articles. Useful for political issues and for international health topics.

Psychological Abstracts, 1927-date.
Includes references to articles on behavior and neurophysiology as well as psychology. To select subject headings for a topic, use Thesaurus of Psychological Index Terms (shelved with Psychological Abstracts).

Rehabilitation Literature, 1950-date.

Science Citation Index, 1965-date.
Each issue, annual cumulation, and quinquennial cumulation includes:
Citation Index
Source Index
Permuterm Subject Index.
Includes references to articles in a large number of journals in all fields of science, indexed by key words from articles' titles. (See Bibliographies and Research Guides #3.)

ABSTRACTS AND INDEXES, Cont'd

Social Sciences Citation Index, 1966-date.
Includes references to articles in a large number of journals in all fields of the social sciences. Indexing and structure are like Science Citation Index.

Sociological Abstracts, 1953-date.

Social Work Research and Abstracts, 1977-date.

ONLINE SEARCHING

Online Search Service. The Library offers online search service through Dialog Information Service and through the National Library of Medicine. Searches take one to two weeks (from request to result) and are charged to the person requesting the search. Cost varies with database, computer time and number of citations, but $20 - $30 is common. The result is a list of citations; in some cases, abstracts may be obtained with the citations. Databases available include: ERIC (includes ERIC and CIJE), EXCERPTA MEDICA, MEDLINE (Index Medicus), MEDLARS, PSYCHINFO (Psychological Abstracts), and many others.

GOVERNMENT PUBLICATIONS

Government publications include congressional hearings, committee and commission reports, information on public health for distribution to health professionals and to the public, some research studies, and a great quantity of survey and statistical information. Most government publications and the indexes listed below, are located on the fourth floor of the Library. They are not cataloged by subject; instead, subject access is through printed indexes (like the indexes to periodical articles). Major indexes for government publications include:

American Statistics Index, 1974-date.
Indexes statistical and survey information published by all agencies of the federal government.

CIS (Congressional Information Service) Index, 1970-date.
Indexes publications of the U.S. Congress, including House and Senate reports and committee hearings.

Monthly Catalog of U.S. Government Publications, 1895-date.
The major general index to publications of the federal government and its agencies.

Statistical Reference Index, 1980-date.
Like American Statistics Index, but for non-federal sources.

## INTERLIBRARY LOAN AND USE OF OTHER LIBRARIES

Interlibrary Loan. Copies of articles in journals not at this library may be obtained through the Interlibrary Loan Service (see Information Guides #10).

Planetree Health Resource Center. Planetree is a collection of health and medical sources for the layperson, located at 2040 Webster Street, San Francisco; tel. 346-4636. Planetree also offers referral services and classes.

## REFERENCE BOOKS

The Library has many books useful for reference on health issues, both in the Reference Area and in the general stacks. The following are examples:

Ref R 118.4 U6 M4 — Kruzas, A.T., ed. Medical and Health Information Directory. 2nd ed. Detroit: Gale Reserach Company, 1980. A directory of health organizations and services.

Ref R 121 S8 — Stedman's Medical Dictionary. 24th ed. Baltimore: Williams and Wilkins, 1982. There are a number of good medical dictionaries; no one includes all terms.

Ref RC 55 M4 — Merck Manual of Diagnosis and Therapy. 14th ed. Rahway, N.J.: Merck Sharp and Dohme Research Laboratories, 1982. A compact one-volume encyclopedia listing diseases and pathological conditions with etiology, symptoms, diagnosis, treatment and prognosis for each.

Ref RS 250 P5x — Physicians' Desk Reference. Oradell, N.J.: Medical Economics, annual. The basic source for information drug manufacturers are required to publish about prescription drugs: uses, dosages, contraindications, side effects.

Gov Pub HE20. 6223:yr. — U.S. National Center for Health Statistics. Health, United States. Washington, D.C.: U.S. G.P.O., annual. A "report on the health status of the nation" by the Secretary of Health and Human Services.

Gov Pub — World Health Organization. World Health Statistics Annual. Geneva: World Health Organization, annual.

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# HISTORY



Reference and circulating books are listed by both author and title in the AUTHOR/TITLE Catalog and by subject in the SUBJECT Catalog. The *Library of Congress Subject Headings (LCSH)* serves as a guide to the subjects used in the SUBJECT Catalog. For help with either the AUTHOR/TITLE or SUBJECT Catalog, ask at the Information or Reference Desks.

If you know the author or title of a book you can look it up on the Book Finder computer terminals located at the Information Desk and in the Card Catalog area. The Book Finder terminal will tell you if a book is in a special library location such as the Reserve Book Room (RBR). If the book is checked out it will tell you the due date.

## RESEARCH MANUALS AND GUIDES TO THE LITERATURE

Ref Z 6201 A55 — *American Historical Association's Guide to Historical Literature*. New York: Macmillan Co., 1961.
Dated, but classic guide to historical materials. International in coverage.

Ref D 13 B334 — Barzun, Jacques and Graff, Henry F. *The Modern Researcher*. 4th ed. New York: Harcourt Brace Jovanovich, 1985.

Ref Z 6201 P65 — Poulton, Helen J. *Historian's Handbook: A Descriptive Guide to Reference Works*. Norman, OK: University of Oklahoma, 1972.

Ref Z 7161 S666 — Webb, William H., ed. *Sources of Information in the Social Sciences*. 3rd ed. Chicago: American Library Asso., 1986.

## PRIMARY SOURCES

Primary sources include manuscripts, archives, newspapers, letters, diaries, speeches and oral histories. Primary sources are not always easy to find. The list that follows is a selective guide to research materials that either contain or refer to primary sources.

Ref Z [illegible] — [illegible]ssey, Laura; Pries, Nancy; and Reed, Marcia. *American Diaries: An Annotated Bibliography of Published American Diaries and Journals*. Vol. 1: *Diaries Written from 1492-1844*. Vol. 2: *Diaries Written from 1845 to 1980*. Detroit: Gale Research, 1983. Personal name, subject and geographic access.

E [illegible] — [illegible]mmager, Henry Steele, ed. *Documents of American History*. 9th ed. Englewood Cliffs, NJ: Prentice-Hall, 1973.
Covers 1492-1973. Prints text of documents, speeches, court decisions, acts, executive orders, etc. and provides brief bibliographical references.

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PRIMARY SOURCES, Cont'd

Ref
Z
1215
E92

Evan, Charles. American Bibliography. New York: Peter Smith, 1941-59. 14 vol.
A bibliography of early American imprints published between 1639-1820. If this library does not have a source listed, the complete Early American Imprints collection is available at S.F. Public Library, Civic Center.

Z
6201
H38
1985

Havlice, Patricia Pate. Oral History: A Reference Guide and Annotated Bibliography. Jefferson, NC: McFarland and Co., 1985.
Includes books, articles and bibliographies of and about oral history.

Microforms
2nd floor

Library of American Civilization (LAC).
Source materials (primarily books) on pre-World War I American history and culture. Book catalogs available with the collection as well as access through the Author/Title and Subject Card Catalogs (LAC numbers rather call numbers given). Ultrafiche.

Z
1361
C6
1979

Mason, Elizabeth B. and Starr, Louis M., eds. The Oral History Collection of Columbia University. New York: Oral History Research Office, 1979.
Subject guide to tapes and transcripts in the collection.

See the Government Publications, Newspapers, Specialized Bibliographies and Guides to the Literature sections of this bibliography for additional references to primary sources.

REFERENCE SOURCES

Encyclopedias, Dictionaries and Chronologies

Ref
E
174
D52
1976

Dictionary of American History. New York: Scribner, 1973. 8 vol.
Political, economic, social, cultural and industrial aspects. No biographies.

Ref
CB
5
D52

Dictionary of the History of Ideas. New York: Scribner, 1973. 5 vol.

Ref
D
11
F75
1978

Freman-Greville, G.S.P. Chronology of World History: A Calendar of Principal Events from 3000 B.C. to A.D. 1976. 2nd ed. London: Rex Collings, 1978.

REFERENCE SOURCES

Encyclopedias, Dictionaries and Chronologies, Cont'd

Ref D 11 G78 1979 — Grun, Bernard. The Timetables of History: A Horizontal Linkage of People and Events. New York: Simon and Schuster, 1979.

Ref D 9 W47 — Wetterau, Bruce, comp. Macmillan Concise Dictionary of World History. New York: Macmillan Publishing, 1983.

Geographical Sources

Historical maps are often found within history books and articles. The library also has a separate map and atlas collection located on the 4th floor in the Government Publications Department. The collection includes historical atlases and a few historical maps. It is accessed through a special card catalog, located in the area. Ask for Information Guide #20, Maps and Atlases for further detail.

The Reference Department also has a few atlases, including two major historical ones:

Shephard's Historical Atlas (Ref G 1030 S4 1967)
Times Atlas of World History (Ref G 1030 T54 1978)

The Columbia-Lippincott Gazetteer of the World (Ref G 103 L7 1962) is a dictionary of places and includes historical locations which no longer exist.

Examples of historical atlases are:

Historical Atlas of Islam (G 1785 H57 1981x)
Historical Atlas of South Asia (G 2261 S1H5 1978)
Historical Atlas of Religion in America (G 1201 E4G3 1976)

Biographical Sources

Ref Indexes — Biography Index, 1946-.
Index to newspaper and periodical articles.

Ref E 176 D56 — Dictionary of American Biography. New York: Scribner, 1928-.
Includes deceased people from colonization to 1980.

## REFERENCE SOURCES

### Biographical Sources, Cont'd

Ref
LA
2311
C32

Directory of American Scholars. New York: R.R. Bowker Co., 1942-. Irregular. Multi-volume.
Directory of working scholars. One volume devoted to historians.

Ref
CT
103
W4

Webster's New Biographical Dictionary. Springfield, MA: Merriam-Webster, 1983.
International in coverage, deceased persons from the last 5000 years.

Ref
E
663
W54

Who Was Who in America. (1607-). Chicago: Marquis, 1963-. Updates issued periodically.

Ref
E
76
W642

Who's Who in America. Chicago: Marquis.
Annual since 1899.

### Biographical Dictionaries - Indexes

Ref
Z
5305
U5
B57

Biography and Genealogy Master Index. 2nd ed. Detroit: Gale, 1980. Supplements.
An index to entries in major biographical dictionaries. Emphasis on the U.S., but includes other countries.

Ref
Z
5305
U5
H57

Historical Biographical Dictionaries Master Index.
Detroit: Gale, 1980.
An index to entries in historical biographical dictionaries. Emphasis on the U.S., but includes other countries.

This is an extremely selective list of biographical sources. There are special biographical sources for other countries, for women, professions, etc. Ask at the Reference Desk for Bibliographies and Research Guide #21, Biography. Look in the SUBJECT Catalog under the profession, person, country, or region and the sub-heading BIOGRAPHY. For example:

Anthropologists - Biography
Latin America - Biography
Presidents - U.S. - Biography
Tubman, Harriet
Women - Biography

## REFERENCE SOURCES

### Statistical Sources

Ref
HA
1107
M5
1981x

European Historical Statistics, 1750-1975. 2nd rev. ed. New York: Facts on File, 1980.

Ref
HA
4675
M55
1982

International Historical Statistics: Africa and Asia. New York: New York University Press, 1982.

Ref
HA
175
M55
1983

International Historical Statistics: The Americas and Australasia. London: Macmillan Press Ltd., 1983.

Ref
HA
935
S79x

Statistical Abstract of Latin America. Los Angeles: UCLA Latin American Center Publications, 1955-. Annual. Retrospective and contemporary statistics.

GP

United Nations. Demographic Yearbook: Historical Supplement. New York: United Nations, 1979.

GP

U.S. Census Bureau. Historical Statistics of the U.S. from Colonial Times to 1970. Washington, D.C.: GPO, 1975. Summary of data collected by the federal government since 1790. Private edition of same publication available at Ref Desk (1st floor) with the title, Statistical History of the U.S. (Ref HA 202 A385 1976).

GP &
Ref

U.S. Census Bureau. Statistical Abstract of tne U.S. Washington, D.C.: GPO, 1878-. Annual. Basic compilation of data on U.S. and foreign countries with source footnotes.

GP

American Statistics Index (ASI), 1974-.
Statistical Reference Index (SRI), 1980-.
Index to International Statistics (IIS), 1983-.
Subject indexes to statistical material published by the U.S. government, international organizations, private research institutions and trade and professional organizations.

For additional information, ask at the Reference Desk for Bibliographies and Research Guide #42, Foreign Country Statistics.

Specialized Bibliographies and Guides

Ref Z 1236 F77 — Freidel, Frank, ed. Harvard Guide to American History. Rev. ed. Cambridge, MA: Balknap Press of Harvard University Press, 1974. 2 vols.

Ref Z 1261 R63 — Rocq, Margaret Miller. California Local History: A Bibliography and Union List of Library Holdings. 2nd ed., rev. and enl. Stanford, CA: Stanford University Press, 1970. Supplement, 1976.

Ref Z 1215 U53 — U.S. Library of Congress. Guide to the Study of the United States of America. Washington, D.C.: GPO, 1960. Supplement, 1976.

Other bibliographies may be located by browsing in the Z stacks, using the SUBJECT Card Catalog, using the Guides to the Literature listings on page 1, and using the Bibliographic Index (1937-date) located in the Reference abstract and index area.

BOOK REVIEWS

The following indexes include book reviews:

America: History and Life. Part B: Index to Book Reviews, 1974-.
Book Review Digest, 1905-.
Book Review Index, 1965-.
Book Review Index to Social Science Periodicals, 1964-1974.
Combined Retrospective Index to Book Reviews in Scholarly Journals, 1886-1974.
Current Book Review Citations, 1976-1982.
Humanities Index, June 1974-. (Review citations located in the back of each issue).
Index to Book Reviews in the Humanities, 1960-.
Social Sciences Index, June 1974-. (Review citations located in the back of each issue).

For more information, ask at the Reference Desk for Bibliographies and Research Guide #22, Book Reviews.

INDEXES AND ABSTRACTS

Abstracts and indexes are subject and author guides to articles that have been published in journals and magazines, dissertations, government publications, and newspapers.

The Reference Area, 1st floor, has a large collection of abstracts and indexes. The following examples are some of those most useful for history.

INDEXES AND ABSTRACTS, Cont'd

America: History and Life, 1964-.
  Part A: Article Abstracts and Citations
  Part B: Index to Book Reviews
  Part C: Bibliography
  Part D: Annual Index
L'Annee Philologique, 1924-.
  History and culture of the classical world, Greece and Rome from prehistoric times to approximately 800 A.D.
Arts and Humanities Citation Index, 1977-.
British Humanities Index, 1962-.
  Formerly: Subject Index to Periodicals, 1935-53, 1960-61.
Combined Retrospective Index to Journals in History, 1838-1974.
Dissertation Abstracts International, 1861-.
Handbook of Latin American Studies, 1935-.
Historical Abstracts, 1955-.
  Part A: Modern History (1415-1914)
  Part B: Twentieth Century (1915-date)
Humanities Index, 1974-.
Index to Legal Periodicals, 1886-.
International Bibliography of Historical Sciences, 1926-.
International Medieval Bibliography, 1967-.
  All aspects of medieval studies. Limited to Europe, Russia, North Africa and the Byzantine Empire, 500-1500 A.D.
Left Index, 1982-.
Poole's Index to Periodical Literature, 1802/1881-1902/06.
Public Affairs Information Service Bulletin (PAIS), 1915-.
Reader's Guide to Periodical Literature, 1900-.
  Formerly: Nineteenth Century Reader's Guide to Periodical Literature, 1890-1899.
Social Sciences Citation Index, 1966-.
Social Sciences Index, 1974-.
  Former titles: Social Sciences and Humanities Index, 1965-1974.
  International Index, 1907-1965.
Works in African History: An Index to Reviews, 1960-78.
Writings on American History, 1902-.
Writings on British History, 1901-.

Newspapers

Newspapers are located in the Periodical/Microforms Area on the 2nd floor. The indexes below are located in the Reference Area, 1st floor.

Christian Science Monitor Index, 1960-.
Los Angeles Times Index, 1972-.
New York Times Index, 1851-.
San Francisco Chronicle Index, 1976-.
Times (London) Index, 1790-.

## INDEXES AND ABSTRACTS

### Newspapers, Cont'd

The library also has newspapers published in the colonial United States. The best way to locate these papers is to use the library's publication, POST Scripts. Located in the Periodicals area on the 2nd floor, POST Scripts has one section organized chronologically by the beginning date of the library's holdings of the publication. Use it to determine the titles of newspapers we own that were published in the 17th and 18th centuries.

### Interlibrary Loan

If the library does not have a publication you need, you may be able to borrow the article from another CSU library or UC Berkeley. For more information ask at the Interlibrary Loan Desk next to Circulation on the 1st floor.

## GOVERNMENT PUBLICATIONS

Most government publications are located in a separate collection on the 4th floor. The collection includes documents from the United States, California, international organizations (such as the League of Nations, U.N.), and a few from Great Britain. Although the majority of the collection is post-World War II, there are major historical sets, including:

Gt. Britain. British and Foreign State Papers, 1812-1930. (Microfiche)
Gt. Britain. Public Record Office. "Rolls," public records dating back to the 14th century. (Microfiche)
Treaty Series from the League of Nations, United Nations and United States.
U.S. Census Bureau.
1790-date Published census volumes.
1850-1880 Census schedules for California. (Microfilm)
U.S. Congress.
1774-1789 Journals of the Continental Congress.
1789-1834 Annals of Congress (or Debates & Proceedings)
1789-1923 American State Papers (legislative & executive documents). (Film)
1824-date Congressional Record (under various titles and various formats). (Microfiche)
U.S. Treaties. Ratified Indian Treaties, 1722-1869. (Microfilm)
U.S. War Dept. Official Records of the War of the Rebellion for Union & Confederate Armies and Navies.
U.S. State Dept. Foreign Relations of the U.S., 1861-date. Also known as Diplomatic Correspondence.

GOVERNMENT PUBLICATIONS, Cont'd

The Periodicals/Microforms Area, 2nd floor, has a few historical sets:

Gt. Britain. Parliament. Debates, 1803-1820, 1820-30. (Microcard)

Gt. Britain. Parliament. The Parliamentary History of England..., 1066/1625-1801-03. (Microcard)

LEGAL SOURCES

Please ask at the Reference Desk for the separate handouts on Legal Research Sources and the Law Checklist. This library has a basic collection of materials on American law and will support research into American constitutional history.

Ref JK 1571 C65 — Congressional Quarterly's Guide to the U.S. Supreme Court. Washington, D.C.: Congressional Quarterly, 1979.

Ref JF 11 P427 — Peaslee, Amos J. Constitutions of Nations. The Hague: Martinus Nijhoff, 1970. Multi-vols.

OFF CAMPUS SOURCES

In addition to using Interlibrary Loan, you may want to use other nearby libraries or to find out where there are collections of unusual or unique primary sources. The Reference Department has directories and catalogs of holdings:

Ref Z 731 A78 — Ash, Lee. Subject Collections: A Guide to Special Book Collections and Subject Emphases as Reported by University, College, Public and Special Libraries and Museums in the U.S. and Canada. 5th ed. rev. and enl. New York: Bowker, 1978.

Ref CD 3020 U54 — U.S. National Historical Publications and Records Commission National Archives and Records Service. Directory of Archives and Manuscript Repositories in the U.S. Washington, D.C.: GPO, 1978.

Labor Archives and Research Center
San Francisco State University
480 Winston Drive
San Francisco
415 564-4010

The Labor Archives and Research Center collects, organizes, preserves, and makes accessible the documents, files, photographs and ephemera of the Northern California labor movement. Open for research by appointment. Closed June-July.

OFF CAMPUS SOURCES, Cont'd

Other research centers and libraries in the Bay Area:
- California Historical Society Library, 2090 Jackson Avenue, SF (User fee, call ahead).
- San Francisco Public Library, particularly SF History Room and Science and Documents Dept.
- Sutro Library (genealogical and local history research), 480 Winston Drive, SF.
- U.S. Federal Archives and Record Center, 1000 Commodore Drive, San Bruno.
- U.C. Berkeley, particularly the Bancroft Library.

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# INTERNATIONAL MARKETING

BIBLIOGRAPHIES & RESEARCH GUIDES: #35 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

The following bibliography is a selective guide to sources of information located in the J. Paul Leonard Library.

While the focus of this bibliography is on international marketing, many of these sources are relevant to other aspects of international business.

Most of the materials in this guide are located in the Reference or Government Publications Area. Location symbols are as follows:

| | |
|---|---|
| C | Circulating Stacks, 1st-3rd floors |
| GP | Government Publications, 4th floor |
| PER | Periodicals/Microforms, 2nd floor |
| RD | Reference Desk, 1st floor |
| RS | Reference Stacks, 1st floor |

## HANDBOOKS, DICTIONARIES AND GUIDES

GP & RD — C61.8 Ex7/3

*Basic Guide to Exporting*. 1986
U.S. International Trade Administration guide to data sources, marketing strategies, and directories of contacts. Also useful are *Export Marketing for Smaller Firms* (SBA 1.19: Ex7/979) and *How to Build an Export Business: An International Marketing Guide for Minority-owned Firms* (C 1.18/3: Ex 7).

RD — Ref HG 151 W35x

*Macmillian Dictionary of International Finance*. 2nd ed. London: Macmillian, 1985.
Includes definitions of international trade terminology.

RD — Ref HF 1001 M55

*Encyclopedia of International Commerce*. Centreville, Md.: Cornell Maritime Press, 1985.
Very useful encyclopedic dictionary.

RD — Ref HF 54.5 H66

*Global Guide to International Business*. New York: Facts on File, 1983.
Lists general international business sources and then sources for each country. For lists of sources on European companies and industries, consult *European Markets* (HF 3493 E825 Ref Desk).

RD — Ref HD 62.4 H36

*Handbook of International Business*. New York: Wiley, 1982.
Contains background articles, including bibliographies, on major aspects of international business.

GP — T17.17: (year)

*Importing into the U.S.* 1986.
Guide to procedures including quotas, invoice preparation, etc. Also useful is *Importing* (Ref HF 1008 S56 1986x)

RD — Ref HD 30.15 J64

*International Dictionary of Management*. London: Kogan Page, 1986.
Provides brief definitions of terminology.

RD — Ref HF 3031 W37

*Sources of Aid and Information for U.S. Exporters*. Washington, D.C.: Washington Researchers, 1979.
A guide to sources of information for exporters.



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## COUNTRY BACKGROUND INFORMATION

These sources are good starting places for obtaining background information on, business, marketing and socio-political conditions in other countries.

RS African Economic Handbook (Ref HC 800 H63); Caribbean (Ref HC 151 F7); Eastern European (HC 244 E216 Ref); Middle East (Ref HC 415.15 M54x); South American (Ref HC 165 B53x); Asian, China, Oceanic, Pacific Basin, Third World and USSR on order. A new series of handbooks analysing economic conditions: includes statistics.

GP Country Files. (irregularly updated pamphlets on foreign countries)

Background Notes. U.S. State Department.
Provide basic information on country.

Country Market Surveys. U.S. Commerce Department.
Reports on specific product markets in selected countries.

Foreign Economic Trends (FET). U.S. Commerce Department.
Provide economic/business analysis and statistics.

Overseas Business Reports (OBR). U.S. Commerce Department.
Designed to introduce U.S. businessmen to foreign markets.

Post Reports. U.S. State Department.
Includes some cultural data, particularly for foreign cities.

Price Waterhouse; Ernst and Whinney; Deloitte Haskins and Sells; Peat, Marwick, Mitchell; Arthur Andersen and Hong Kong and Shanghai Banking Corp. guides.
Useful pamphlet series on tax and other regulations of foreign countries.

RS Consumer Markets in the Middle East (Ref HC 415.15 C65x); . . . Central America (Ref HC 141 C47); . . . Latin America (Ref HC 125 C67); . . . N. Africa (Ref HC 805 C65); . . .W. Africa (HC 1000 Z9 C6); . . . the Indian Subcontinent (Ref HC 435.2 C65x); . . . the Far East (Ref HC 441 C66); . . . Central and East Africa (on order).

RD Europa Yearbook (Ref JN 1 E85). Regional yearbooks are also available: Africa South of the Sahara (Ref DT 351 A37), South America, Central America, and the Caribbean (Ref F 1406.5 S68x), The Far East & Australasia (Ref DS 1 F3), and The Middle East and North Africa (Ref DS 49 M5)

GP European Economy. European Community.
Analyzes economic conditions, trends and prospects in EC countries. (IIS microfiche 1300-P1-P4)

RD Financing Foreign Operations (FFO) (Ref HG 4538 F46x)
General and country specific information about financing.

RD Investing, Licensing and Trading Conditions Abroad (ILT). (Ref HG 4538 I6543x)
Provides key information for over 50 countries.

GP Investment Climate in Foreign Countries. U.S. International Trade Administration, 1985. 4 vols. (GP Desk: C61.2:In8/5/ vols.)

PER Market Research Europe (Periodicals)
Provides consumer profiles for European countries and market statistics for products.

COUNTRY BACKGROUND INFORMATION (Cont'd)

RS Marketing Europe (Ref HF 5415.12 E855 M37) 2 volumes.
Market profiles of European countries, statistics, directories of media/advertising firms and/of industry information sources and services and articles on marketing.

RD Markets of Asia/Pacific. (Ref HC 400+ area). Each volume covers economic and marketing/advertising information on an Asian/Pacific rim country.

GP OECD. Economic Surveys. (microfiche)
Annual economic surveys for each OECD country (W. Europe, Japan, Canada, U.S., Yugoslavia, Australia, N. Zealand).

RD Prognos Euro Report (Ref HB 3730 P76x) 2 volumes.
Textual and statistical analyses and forcasts for selected industrialized and developing countries.

GP U.N. Economic Commission for Asia and the Pacific;. . .for Western Asia;. . .for Europe;. . .for Latin America. Economic and Social Survey of Asia and the Pacific CGP Desk Int'l #41b and IIS fiche 3170-S9) ; Survey of Economic and Social Developments in the ECWA Region (IIS fiche 3250-S5); Economic Survey of Europe (GP Desk Int'l #47 and IIS fiche 3210-S17); Economic Survey of Latin America (CGP Desk Int'l #276 and IIS fiche 3230-D4).

GP World Bank Country Studies.
In depth analyses of economic and related conditions (IIS Microfiche 4530-S1., or check the main Author/Title Catalog under World Bank Country Study).

RD World Outlook (Economist Intelligence Unit) (Ref HC 59 E387a)
Forecasts short-term political and economic trends.

PER "World Trade Outlook," August and March issues each year of Business America.

Marketing Statistics

RD European Marketing Data and Statistics. (Ref HA 1107 E87)

RD International Marketing Data and Statistics. (Ref HA 42 I56)
Provides key marketing statistics for non-European countries.

RD Retail Trade International. (Ref HF 5429 R48x)
Retail trade statistics by country.

GP U.N. Yearbook of International Trade. (GP Desk Int'l #29 & 29a)
Tables by country and by commodity.

GP U.S. Foreign Trade (FT) series.
Detailed U.S. imports and exports by commodity or country.

GP World Bank. World Development Report.
Includes key economic indicators for most countries.

Ask for Bibliographies and Research Guides #114, Foreign Trade Statistics, and #42, Foreign Country Statistics, at the Reference or Government Publications Desk.

TRADE REGULATIONS/TARIFFS/LOGISTICS

RS Ref HF 1010 C66 — (Croner's) Reference Book for World Traders. Queens Village, N.Y.: Croner, looseleaf. Vol. 1 contains information about importing and exporting to and from the U.S. including postal and shipping/air transport information. Vol. 2-3 provides marketing information and contacts country by country.

RS Ref HE 953 N5 C8 — Custom House Guide. New York: Custom House Guide, annual. Provides U.S. customs, ports, tariff, shipping information and regulations. Also lists customs brokers, freight forwarders, etc.

GP GP Desk C61.23 — Export Administration Regulations. U.S. Commerce Department. Looseleaf.

RD Ref HF 3011 E9 — Exporter's Encyclopedia. New York: Dun & Bradstreet, annual with suppls. Supplemented by Export Documentation Handbook (Ref K 1026.2 E9 Desk) Provides information and sources of information for U.S. exporters and, for each foreign country, provides import regulations and information on documentation, tariffs, shipping, communications, etc.

GP GP Desk C61.2: P88 — Foreign Business Practices: Materials on Practical Aspects of Exporting, International Licensing and Investing. U.S. International Trade Administration. 1985.

RS Ref HF 1010 I57x — International Trade Reporter. Washington, D.C.: Bureau of National Affairs, looseleaf. The Export Shipping Manual is similar to the Exporter's Encyclopedia (above). The Current Reports provide information on recent developments affecting U.S. trade policy and law. The Reference File includes the text of U.S. import regulations with analysis. The Decisions provides the text of U.S. judicial and administrative decisions on import law.

GP GP Desk ITC 1.10: — Tariff Schedules of the U.S. Annotated (TSUSA). Looseleaf. For each commodity gives the current duty. Includes alphabetical index to commodity classification.

RD Ref HF 1010 U54 — Source Book: How-to-Guide for Exporters and Importers. Jersey City: Unz & Co., irregular. Includes samples of import and export documentation.

The International Marketing Information Center in the Federal Building, 450 Golden Gate Avenue, 15th floor, has tariff schedules for many foreign countries.

## COMPANY BACKGROUND

The following sources provide detailed financial information on major companies and multinationals outside the U.S.

RS Ref HG 4009 M66 — Moody's International Manual. New York: Moody's, annual with suppls. Index by company name in front.

RS Ref HD 2755.5 S844x — World Directory of Multinational Enterprises. New York: Facts on File, irregular. Arranged alphabetically by company name; covers multinationals.

RS Ref HC 461 J35 & J352 — Japan Company Handbook. Tokyo: Oriental Economist, semi-annual. 2 vols. Arrangement is by industry with company name index.

For publicly-owned American firms, principal sources are the Moody's Manuals and Standard & Poor's Corporation Records in Reference. For many companies, annual reports are available; for the Fortune 500, 10-K reports are available.

## DIRECTORIES

### Companies

The following sources typically provide such information as company address, chief officer(s), sales, type of business, and, sometimes, number of employees. The following local libraries have more extensive collections of foreign company directories: San Francisco Public Library, Business Branch, 530 Kearny, and the International Marketing Information Center, 450 Golden Gate Avenue, 15th floor.

RS Ref HG 4057 A146 — America's Corporate Families and International Affiliates. Parsippany, N.J.: Dun and Bradstreet, annual. Directory of U.S. firms with foreign subsidiaries or parents. Indexes by subsidiary, country, and SIC #. Main listing by parents.

RS Ref HF 54 F8 B6 — Bottin International. Paris: Societe Didot-Bottin, annual, 2 vol. Publication suspended. Arranged by country. Includes business/tourist information for major cities and selective list of companies by product.

DIRECTORIES

Companies (Cont'd)

RS Ref HG 4538 A1 D5
Directory of American Firms Operating in Foreign Countries. 10th ed. New York: World Trade Academy Press, 1984. 3 vols.
Arranged by company name and by the country in which the companies operate.

RS Ref HG 4057 A155
Directory of Foreign Firms Operating in the U.S. 5th ed. New York: World Trade Academy Press, 1986 (on order).
Arranged by country in which headquarters is located, by name of foreign parent and by name of subsidiary.

RS Ref HD 9723 A76
Directory of Foreign Manufacturers in the U.S. Atlanta: College of Business Admin., Georgia State University, 1985.
Arranged by name of the U.S. firm; indexes by state, by parent, by foreign country and by SIC #.

RS Ref HC 241.6 P667
Major Companies of Europe. London: Graham & Trotman, annual. 3 vols: EEC and non EEC.
Arranged by country with alphabetical and business type indexes.

RS
Marconi's International Register (on order)

RS Ref HF 3872 P3
Owen's Directory and Business Travel Guide: Middle East, Mediterranean, Africa and Indian Ocean.
For each country lists selective firms by type of business. Also provides country background.

RS Ref HF 54 U5
Principal International Businesses. New York: Dun and Bradstreet, annual.
Arranged by country in which headquarters is located, by SIC number, and by company name.

RD Ref HF 54 C759
Shelve with
San Francisco Bay Area: various lists of major San Francisco and California companies.

RD Ref HF 3163 S4 I58x
San Francisco Chamber of Commerce. International Business Directory, annual.
Lists San Francisco firms and organizations involved in international business.

RS
Who Owns Whom: Australia and Far East, Continental Europe and United Kingdom/Republic of Ireland. London: Dun & Bradstreet, annual.
List parent companies and subsidiaries of Asian, European and U.K./Ireland companies, respectively.

DIRECTORIES

Companies (Cont'd)

RS Ref HG 4538 W423 — Who Owns Whom: North America. London: Dun & Bradstreet, annual. 2 vols. List of North American firms with foreign subsidiaries or with foreign parent companies, by parent name and by subsidiary name.

Directories are also available for specific countries: Canadian Trade Index (Ref HF 3223 C25); Kelly's Manufacturers and Merchants Directory (Ref HF 54 G7 K4) includes U.K., Ireland, and some international firms; Key British Enterprises (Ref HC 252.2 K48; Standard Trade Index of Japan (Ref HF 3823 S7); Japan Trade Directory (Ref HF 3823 J343); Directory of Japanese Importers by Product (Ref HF 3823 D5); China Phone Book and Address Directory (Ref DS 705 C52); Times of India Directory and Yearbook (Ref DS 405 I7).

Major directories of U.S. companies arranged by industry/product and geographical area include: Business Prospector (SF Bay Area) (HF 5065 C2 B87 Ref Desk), California Manufacturers Register (Ref T 12 C15), Thomas Register of American Manufacturers (Ref T 12 T6), Standard and Poor's Register (Ref HG 4057 A4) and the Million Dollar Directory (Ref HC 102 D8).

Companies Ranked by Size

The following sources provide lists of international companies by size within industries:

RS Asia's 7500 (HG 5770.5 A3 A7x Ref)
RS Times 1000 (Ref HG 4135 T54)
RS Ward's Business Directory of Major International Companies (Ref HF54 U5 W37x)

Importers/Exporters/Trade Opportunities/Contacts

RS Ref HF 3010 A6 — American Export Register. New York: Thomas, annual. Arranged by product.

GP & RD Ref HD 9007 C2 C27 — California Agricultural Export Directory, 1986-1987. Sacramento: California Food and Agriculture Department. Arranged by company name, by product and by organizations.

RS Ref HF 54 U5 I56x — International Directory of Importers: North America. Healdsburg, CA: Blytmann International, biennial. Directory of U.S. and Canadian importers arranged by commidity imported.

## DIRECTORIES

### Importers/Exporters/Trade Opportunities/Contacts (Cont'd)

RD — Foreign Traders Index (DIALOG file 105). U.S. Commerce Department. Computer-searchable data base providing basic data on foreign companies which import or want to represent U.S. products. To purchase a search, ask at the Reference Desk.

RD & GP — Trade Opportunities (DIALOG files 106, 107). U.S. Commerce Department. Computer-searchable data base providing leads to export opportunities for U.S. businessmen to foreign governments or firms. To purchase a search, ask at the Reference Desk. The TOP Bulletin is available in print format in Government Publications, 4th floor, above the Country Files.

GP — GP Desk Int'l #45 — U.N. Conference on Trade and Development. Handbook of State Trading Organizations of Developing Countries. 1985. Data sheets on importing and exporting companies including types of products traded and countries traded with.

### Associations

Trade associations are frequently helpful sources of information. For listings, try the following sources.

RS — Ref HD 2421 W67 — World Guide to Trade Associations. New York: Bowker, 1985. Croner's Reference Book for World Traders also lists foreign trade associations. For American trade associations use: Business Organizations and Agencies Directory, Encyclopedia of Associations and National Trade and Professional Associations.

RS — Ref HF 294 W927 — Worldwide Chamber of Commerce Directory. Loveland, Colo.: Johnson, annual. Lists American Chambers of Commerce here and abroad, foreign Chambers of Commerce in major cities abroad, foreign embassies and consulates in the U.S. and U.S. consulates and embassies abroad.

To locate directories for specific industries, use the Directory of Directories (Ref Z 5771 D55).

## PERIODICAL INDEXES/BIBLIOGRAPHIES

To find current and highly specific information about companies, countries, industries, commodities and topics, consult the following indexes to periodicals and other publications. Unless otherwise indicated, these indexes and abstracts are arranged in alphabetical title order on numbered counters adjacent to the Reference Desk.

PERIODICAL INDEXES/BIBLIOGRAPHIES (Cont'd)

Business Index, 1979- (microfilm reader next to Ref Desk; back files on microfiche).

Business International Master Key Index, 1961-1984.
Indexed all Business International publication, many of which are in this library. The weeklies, Business Asia, Business Europe, Business Eastern Europe, Business International, Business International Money Report, Business Latin America are in Periodicals and are now indexed in the F & S Index; research reports are listed in the card catalog; ILT and FFO looseleaf services and WEI are at the Reference Desk. The Business International Office in San Francisco is open to SFSU students by appointment.

Business Periodicals Index, 1958-

Federal Government Publication Catalog, 1976-
(microfilm reader)

GP Index to International Statistics (IIS), 1983-
Together with American Statistics Index and Statistical Reference Index provides indexing to key statistical periodicals and publications.

InfoTrac, 1980- (computer terminals)

PER International Executive (periodical)
Each issue includes a bibliography of books and articles about international business.

(National) Newspaper Index, 1979- (microfilm reader, back file on microfiche)

Predicasts F & S Index, Europe, 1979-
International, 1979-
U.S., 1962-
Arranged by SIC number (alphabetical index provided), by country/SIC, and by company name.

Predicast Forecasts, 1984-
For forecasts of U.S. imports, exports, consumption and production.

PROMT (Predicasts Overview of Markets and Technology), 1983-

Public Affairs Information Service Bulletin (PAIS), 1915-

Wall Street Journal Index, 1958-

COMPUTERIZED LITERATURE SEARCHING

Computerized literature searching for articles and (in some cases) statistics and directory information is available. Ask at the Reference Desk about buying a computer search. For most student papers a computer search is too costly for the return and a personal search through the printed material will do just as well.

CARD CATALOG

The card catalog is divided into an Author/Title section and a Subject section. Please ask for assistance if you do not find what you need. Examples of subject headings used in the card catalog:

CHINA - COMMERCE
CHINA - ECONOMIC CONDITIONS
CHINA - ECONOMIC POLICY

CARD CATALOG (Cont'd)

CHINA - STATISTICS
COMMERCE
COMMERCIAL LAW - JAPAN
EXPORT MARKETING
FARM PRODUCE - MARKETING
INTERNATIONAL BUSINESS ENTERPRISES
INTERNATIONAL TELEPHONE AND TELEGRAPH CORPORATION
JAPAN - DESCRIPTION AND TRAVEL - GUIDEBOOKS
JAPAN - FOREIGN ECONOMIC RELATIONS
JAPAN - POLITICS AND GOVERNMENT
MARKETING
NEAR EAST - ECONOMIC CONDITIONS
TRADE REGULATION - JAPAN

The red, two volume set, Library of Congress Subject Headings, serves as a guide to the Subject Catalog headings.

Very new books may not be listed in the card catalog yet. If you know the author or title of a new book and it is not listed in the card catalog, you can look it up on the Book Finder computer terminal located at the Information Desk and in the card catalog area. Book Finder will also tell you if a book is checked out or in a special location (such as the Reserve Book Room, RBR).

For official publications of foreign countries look in the Government Publications Catalog, 4th floor, under the name of the country.

INTERLIBRARY LOAN (ILL)

If the library does not have the periodical or book you need, you may be able to get a photocopy of the article or borrow the book from another CSU library or U.C. Berkeley. For more information, ask at the Interlibrary Loan Desk next to the main Circulation Desk on the 1st floor. Ask at the Reference Desk about how to determine if a local public or academic library has a periodical not available in this library.

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# LAW: CHECKLIST OF FEDERAL, STATE AND LOCAL SOURCES

BIBLIOGRAPHIES & RESEARCH GUIDES: #111 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

NOTE: This library has only the more basic legal resources. Ask at the first floor Reference Desk or the 4th floor Government Publications Desk for information on nearby law libraries. One of the largest is the San Francisco County Law Library, 4th floor, City Hall. For more specific information sources, ask for other handouts on law.

Locations used in this guide:
- RD Reference Desk, 1st floor
- RS Reference Area Stacks, 1st floor
- GP Government Publications, 4th floor
- 3rd Third floor stacks by call number

## CONSTITUTIONS

GP/RD The Constitution of the U.S. of A. and the Constitution of the State of California. Published annually by the California Assembly. The U.S. constitution is also found in encyclopedias, the World Almanac, and Documents in American History in Reference.

## STATUTES/ORDINANCES

All laws ever passed (whether repealed or not), usually arranged by date.

not here San Francisco. Ordinances
Available at S.F. Public Library or law libraries. For other cities, check with their city hall.

GP California. Statutes of California, 1856-59, 1875-80, 1886-89, 1897-date
Updated by Chapters. Bills also available.

GP U.S. Statutes at Large, 1789-date
Updated by Slip Laws. Bills not available here.

## CODES

Laws currently in force, arranged by broad subjects with alphabetical subject indexes.

GP San Francisco. Municipal Code and Charter
Not published regularly therefore may be out of date.

GP Deering's Annotated California Codes.
For example, Vehicle Code, Penal Code, Education Code.

GP U.S. Code.
Updated slowly.

GP U.S. Code Service
Annotated edition of the codes, updated annually, more detailed index.

## REGULATIONS

Rules and regulations are laws created by agencies to carry out statutory law.

GP California Administrative Code, microfiche edition current only.
Updated by the Administrative Register. Title V also in paper.

GP Code of Federal Regulations, current only.
Updated by the Federal Register which also includes hearing notices.

## COURT CASES

This library does not have court cases published privately; i.e., "Reporters."

3rd floor California Reports (Supreme court), 2d series, 1934-date
3rd floor California Appellate Reports, 2d series, 1934-date
GP Updated by California Official Reports.

GP U.S. Reports (Supreme Court), 1790 date.
Updated by Preliminary Prints and Slip Opinions.
Appellate and District Court cases not available here.

## AGENCY DECISIONS/OPINIONS

GP Government Publications has decisions from a few federal agencies, for example: Federal Communications Commission, National Labor Relations Board. For a particular agency, ask for assistance at the desk.

## LEGAL REFERENCE SOURCES

| | |
|---|---|
| RD GP | Dictionaries for law. |
| RD RS | Encyclopedias, directories, major treatises and texts. |
| RS | Indexes to articles in law journals |
| Periodicals | Law journals law reviews |
| GP | Shepard's Citations for U.S. and California. |
| GP | Shepard's Acts and Cases by Popular Name. |
| GP | Subject access to court cases: law libraries have "digests" to provide complete access; GP Desk has a one-volume guide to major cases. |

## COMMON LEGAL ABBREVIATIONS

| SFSU? | Cite | Source |
|---|---|---|
| yes | ABAJ | American Bar Association Journal (periodicals) |
| no | ALR | American Law Reports |
| no | Am Jur | American Jurisprudence (encyclopedia) |
| yes | C. Cal | California Reports (Supreme Court), 2d series, 1934 date |
| yes | CA Cal App | California Appellate Reports, 2d series, 1934 date |
| yes | CAC | California Administrative Code |
| yes | Cal Jur | California Jurisprudence (encyclopedia) |
| yes | CalLR | California Law Review (periodicals) |
| no | CaR Cal Reptr | California Reporter (Supreme and Appellate Courts) |
| yes | CFR | Code of Federal Regulations |
| yes | CJS | Corpus Juris Secundum (encyclopedia) |
| no | F. F2d | Federal Reporter (Court of Appeals cases) |
| no | F Supp FS | Federal Supplement (District Courts, federal) |
| yes | FCC | U.S. Federal Communications Commission Decisions |
| yes | FR Fed Reg | Federal Register |
| yes | FTC | U.S. Federal Trade Commission Decisions |
| yes | HastingsLJ | Hastings Law Journal (periodicals) |
| no | LE L.Ed. | Lawyers Edition (U.S. Supreme Court) |
| yes | NLRB | U.S. National Labor Relations Board Decisions |
| no | P P2d | Pacific Reporter (courts in western states) |
| no | SC S.Ct. | Supreme Court Reporter (U.S.) |
| yes | St | U.S. Statutes at Large |
| yes | StanLR | Stanford Law Review (periodicals) |
| yes | TC T.Ct. | U.S. Tax Court Reports |
| yes | TIAS | U.S. Treaties (slip treaties, unbound) |
| yes | U.S. | U.S. Reports (Supreme Court) |
| yes | USC | U.S. Code |
| no | USCA | U.S. Code Annotated |
| yes | USCS | U.S. Code Service |
| yes | USFLR | University of San Francisco Law Review |
| no | USLW | U.S. Law Week |
| yes | UST | U.S. Treaties (bound, final edition) |

For other abbreviations, see legal reference sources at the Reference Desk.

# LEGAL RESEARCH SOURCES

BIBLIOGRAPHIES & RESEARCH GUIDES: #8 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

This library has a basic collection of legal resources. Please ask about nearby law libraries that have larger collections and can sometimes provide specialized assistance.

Locations for materials listed in this guide are coded as follows:

3d Third floor book collection by call number
GP Government Publications index area (4th floor)
GPD Government Publications Desk (4th floor)
RD Reference Desk (1st floor)
RS Reference Stacks (1st floor)

## GUIDES TO LEGAL RESEARCH

RD KF 240 B265 1987 — Bander, Edward J., Bae, Frank and Doyle, Francis R. Searching the Law. Dobbs Ferry, NY: Transnational Publ., 1987. Identifies leading texts, journals, reference sources and bibliographies in specific areas of law, e.g. communications, family, or criminal.

RD KF 240 E35 — Elias, Stephen. Legal Research: How to Find and Understand the Law. Berkeley: Nolo Press, 1982. For use by laypersons.

RD KFC 74 H46 — Henke, Dan F. California Law Guide. 2nd ed. Los Angeles: Parker and Son, 1976. Supplement, 1985.

RD/GPD KF 240 J3 — Jacobstein, J. Myron and Mersky, Roy M. Fundamentals of Legal Research. 3rd ed. Mineola, NY: Foundation Press, 1985.

RD KF 240 P7 — Price, Miles O., Bitner, Harry and Bysiewicz, Shirley Raissi. Effective Legal Research. 4th ed. Boston: Little, Brown & Co., 1979.

RS KF 1 R42 — Reams, Bernard D., Murray, James M., and McDermott, Margaret H. American Legal Literature: A Guide to Selected Legal Resources. Littleton, CO: Libraries Unlimited, 1985.

GPD 153.2: L41 — U.S. Bureau of Land Management. Finding the Law: A Workbook on Legal Research for Laypersons, by Al Coco. Washington, D.C.: U.S. Government Printing Office, 1982.

## DICTIONARIES/HANDBOOKS

For additional titles of this type, check the SUBJECT Catalog under "LAW - DICTIONARIES" and "CITATION OF LEGAL AUTHORITIES."

RD KF 246 B46 — Bieber, Doris M. Dictionary of Legal Abbreviations Used in American Law Books. 2nd ed. Buffalo, NY: William S. Hein, 1985.

RD/GPD KF 156 B53 — Black's Law Dictionary. Rev. 5th ed St. Paul: West Publishing, 1979. Used by students; available in paperback.

RD KF 156 B856 — Burton, William C. Legal Thesaurus. New York: Macmillan Publishing, 1980.



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DICTIONARIES/HANDBOOKS (Cont'd)

GPD Cal #34A — California. General Services Department. California Style Manual: A Handbook of Legal Style for California Courts and Lawyers. Sacramento, 1977.

RD KF 386 L39 — Lawyer's Desk Book. 8th ed. Englewood Cliffs, NJ: Institute for Business Planning, 1985. Focus on business law (labor, taxes, real estate, incorporations, etc.).

RD K 48 W34x — Walker, David M. Oxford Companion to Law. Oxford: Clarendon Press, 1980. Predominantly British in focus.

RD KF 156 P58 — Plain-Language Law Dictionary. New York: Penguin Books, 1981.

RS KF 245 P65 — Powers, Marian D. Legal Citation Directory. West Mantoloking, NJ: Franas Press, 1971.

RD KF 245 U55 — A Uniform System of Citation. 13th ed. Cambridge, MA: Harvard Law Review Association, 1981.

DIRECTORIES

RD KF 273 A86 — Association of American Law Schools. The Official Guide to U.S. Law Schools. Law School Admission Council/Law School Admission Services, annual.

RD KF 266 E6 — Barron's Guide to Law Schools. Woodbury, NY: Barron's Educational Series, annual.

RD KF 266 G64 — Goldford, Sally F. Inside the Law Schools: A Guide by Students for Students. Rev. 3rd ed. New York: E.P. Dutton, 1983.

RS K M3 — Martindale-Hubbell Law Directory. Summit, NJ: Martindale-Hubbell, Inc., 1985. 7 volumes. Principle directory of American attornies, arranged geographically.

ENCYCLOPEDIAS/STATEMENTS OF LAW

This library does not have a large collection of law reports, statements of law, treatises, etc. For holdings in a particular subject area of law, please check the main card catalog.

ENCYCLOPEDIAS/STATEMENTS OF LAW (Cont'd)

RS KFC 80 C29 — Cal Jur III (A Complete and Modern Statement of the Statement of the Law and Practice of the State of California). 3rd ed. San Francisco: Bancroft-Whitney, 1972-82. 67 vols and index. Updated by pocket parts.

RS KF 154 C6x — Corpus Juris Secundum: A Complete Restatement of the Entire American Law as Developed by All Reported Cases (1658-date). Brooklyn: American Law Book Co., 1936-date. Updated by pocket parts. Includes court definitions of "words and phrases."

RS HV 6017 E52 — Encyclopedia of Crime and Justice. New York: The Free Press, 1983. 4 vols. Discusses aspects of criminal law and the legal bodies and institutions that govern it. For example, speedy trial, plea bargaining and habeas corpus.

RS KF 156 G77 — Guide to American Law: Everyone's Legal Encyclopedia. St. Paul: West Publishing Co., 1983. 12 vols. Covers legal principles and concepts. Primarily U.S. in focus. Good for use by laypersons.

RS KFC 80 W5 — Witkin, Bernard Ernest. Witkin's Summary of California Law. 8th ed. San Francisco: Bancroft-Whitney, 1973-74. Updated by paperback supplements.

PERIODICALS: LAW REVIEWS, JOURNALS, ETC.

Periodicals and newspapers are located on the 2nd floor of the library. The lists that indicate the periodicals and newspapers available in this library are:

Rotary Linedex of Periodicals (near Periodicals Desk)
P.O.S.T. (Periodical or Serial Titles) List (at Reference and Periodicals Desks)

P.O.S.T. Scripts, a subject guide to the journals this library owns is available in the Periodicals and Reference Departments. Appropriate subject headings to look under to locate legal journals are: "Law," "Criminology and Law Enforcement," "Civil Rights" and "Political Science."

Subject Guides to Articles: Abstracts and Indexes

Articles in law reviews, journals, and news sources provide citations to important court cases or laws and discussions of a subject. The Reference Area has a large collection of indexes and abstracts for locating such articles. The following are those which are most useful for law:

PERIODICALS: LAW REVIEWS, JOURNALS, ETC. (Cont'd)

Criminal Justice Periodical Index, 1975-.
Index to Legal Periodicals, 1886-.
Index to Periodical Articles Related to Law, 1958-.
Includes law reviews not indexed by previous source.
Index to U.S. Government Periodicals, 1985-.
International Legal Materials, 1962-.
LegalTrac, 1980-. (Use InfoTrac)
National Newspaper Index, 1979-.
PAIS (Public Affairs Information Service) Bulletin, 1915-.
Especially useful for public policy/regulatory issues.
Social Sciences Citation Index, 1966-.
Comprehensive keyword/subject index; useful for new or unusual terms.
Social Sciences Index, 1974-.

Subject indexes for other disciplines (such as education, psychiatry social work, etc.) may include articles on the legal aspects of their field. Ask at the Reference Desk for assistance in locating additional indexes or abstracts.

COMPUTERIZED LITERATURE SEARCHING

Computerized literature searching for articles (and sometimes regulations or statistics) is available for a fee.

The DIALOG system can provide information from over 200 databases. The search is done by librarians after an interview with you and the results are received in 7 to 10 days.

Ask at the Reference Desk for information about buying a computer search.

CONSTITUTIONS/CHARTERS

The U.S. Constitution is reprinted in many places including encyclopedias and the World Almanac. For discussions of, or annotations to the constitution, check the SUBJECT card catalog under, "UNITED STATES. CONSTITUTION" or "UNITED STATES - CONSTITUTIONAL LAW".

RD/GPD — California. Legislature. Assembly. Constitution of the United States of America and the Constitution of the State of California.

RS KF 4548 E53 — ncyclopedia of the American Constitution. New York: Macmillan Publishing, 1986. 4 vols.

GPD SF #3 — San Francisco. Charter. 1978. Has own subject index.

STATUTORY LAW

## Bills: Proposed Laws

Bibliographies and Research Guide #109, "Legislation: Tracing U.S. and California Bills" provides a full explanation of the methods and sources for locating bills and new laws and determining their current status.

The library's Government Publications Department receives California Bills in paper and U.S. Bills on microfiche. Bills are kept for the current Legislature or Congress (two years). For county or city bills, go directly to the appropriate government offices.

## U.S. Statutes & Codes

GP U.S. Statutes at Large, Containing the Laws and Concurrent Resolutions Enacted, 1789-date. Updated by Slip Laws. Chronological arrangement of all federal laws passed, whether later repealed or not.

Citation example: Sherman Anti-Trust Act
(original)
26 Stat 289, July 2, 1890
↖ Volume ↖ Page ↖ Date

Note: If you know a public law number (e.g., P.L. 96-101), it is easy to find it in the Statutes. If you do not know the number, try these indexes:

GPD Shepard's Acts & Cases by Popular Name.
CP U.S. Statutes at Large. Individual volumes have indexes (if the year is known).
CP Shepard's U.S. Citations: Statutes. Provides citations to court cases which have interpreted a law.

GP U.S. Code. 1982-date.
Updated slowly by annual supplements.
Official publication of laws currently in force; arranged by 50 broad subject categories called "Titles." Has own index by subject and popular names.

Citation example: Sherman Anti-Trust Act
(Current)
15 U.S.C. 1 et seq (1982)
↖ Title ↖ Section # ↖ Year

The same numbers are used in the U.S. Code service.

STATUTORY LAW (Cont'd)

GP U.S. Code Service. Rochester, NY: Lawyer's Co-operative Publishing Co., 1973-date. Updated by annual pocket parts and Advance service. Better indexed, more current, contains extra information such as references to other laws, regulations, and court cases.

Citation example: 15 USCS 1 et seq

The following two titles are examples of "uniform codes" usually developed by professional associations rather than legislators.

RS KF 165 A5 American Law Institute. Uniform Commercial Code. Mineola, NY: Edward Thompson Co., 1968. 5 volumes.

RS KF 5701 I524 International Conference of Building Officials. Uniform Building Code. Whittier, CA, 1982.

California Statutes & Codes

GP Statutes of California, 1856-59, 1863-64, 1869-78, 1880-81, 1883, 1886, 1889, 1897-date.
Chronological arrangement of all laws, repealed or not.
Updated by preliminary paper edition of new Chapters and by Deering's Advance Legislative Service.

Indexes:

GP Summary Digest of Statutes Enacted and Resolutions Adopted, 1848-date.

GPD Shepard's Acts and Cases by Popular Name

GP Shepard's California Citations: Statutes.
Provides citations to court cases which have interpreted a law.

GP California Codes (e.g., Penal Code, Vehicle Code, etc.)
Official edition normally 3 to 4 years out of date or not published by the State of California.

GP Deering's California Codes, Annotated.
San Francisco: Bancroft-Whitney. Updated by annual pocket parts.
Arranged alphabetically into broad subject categories; contains laws currently in force.

Indexes:

GP Has own 4 volume subject index, updated by pocket parts.

GP Larmac Consolidated Index, annual.

STATUTORY LAW (Cont'd)

GP California Education Code Service. 2nd ed.
Emeryville, CA: U.S.A. Publishing Co., 1979-date.
5 vols, looseleaf.
Set includes the Education portions of the California Administrative Code as well as the California Education and other Codes.

## Local Ordinances & Codes

City and county laws are usually not published except in major cities. In San Francisco, ordinances are available at the San Francisco County Law Library, in City Hall and at the San Francisco Public Library. Check with the local public libraries for other towns.

GPD JS 451 C25 Northern California Association of Law Libraries. California's Municipal and County Charters, Codes and Ordinances: A Directory of Availability. 198-

GPD San Francisco. Ordinances, etc. San Francisco Municipal Code. Older volumes published by the city, newer volumes published privately. Each volume covers a subject area such as health, fire, etc.

## Legislative Histories

Legislative histories are compiled in order to study the "intent" of a law. Researchers look for bills, legislative reports, hearings, and debates. Such resources are not usually published at the state or local level. We have nearly everything at the federal level.

Indexes to use include:

| | |
|---|---|
| GP | CIS Index, 1970-date. |
| GP | CQ Almanac and Weekly Report, 1945-date. |
| GP | Congressional Index, 1953/54-date. |
| GPD | Congressional Record, 1873-date. (floor debates) |
| RLF | Federal Government Publications Catalog |
| GP | Monthly Catalog of U.S. Government Publications, 1895-date. |
| GP | U.S. Statutes at Large after 1963 includes histories. |

Naturally, court cases also involve the interpretation of the "intent" of a law.

## Administrative Regulations

Rules and regulations created by state and federal executive agencies are as binding as statutes. They carry out and expand upon statutes or Presidential Executive Orders.

STATUTORY LAW (Cont'd)

GP California Administration Code (25 titles). Current microfiche edition. Updated by California Administrative Register. Title V: Education also available in print edition at GP Desk.

GP U.S. Code of Federal Regulations (CFR). Current only. Organized into 50 subject categories called "titles" which parallel the titles in the U.S. Code. Has poor index with general categories and tables of contents for each agency. List of Sections Affected index gives access to recent changes if CFR number is known.

GP Federal Register, daily, latest two years only. Update to the CFR but also includes notices of proposed rules, hearings, contract and grant opportunities. Has own subject index. Can be searched by computer through DIALOG service.

Local agency regulations should be available at the local agency office.

CASE LAW

Comprehensive research into case law should be done at a law library. This library does not have the extensive subject indexes known as DIGESTS nor the privately published records of court decisions known as REPORTERS.

U.S. Supreme Court

GP U.S. Reports; Cases Adjudged in the Supreme Court of the U.S., 1790-date.
Updated by the Preliminary Prints and Slip Opinions (arranged by case name).

Citation example: 440 U.S. 668 (1979)
↑ ↗ ↗
Vol. Page Date

Library does not have private editions cited as L.Ed. or S.Ct.

Indexes:
Each volume of U.S. Reports has case name and subject index if year is known.
GPD Guenther book cited below may be used as a selective index to major cases.
RS Indexes to law journals, etc. may yield citations.
GPD Shepard's Acts and Cases by Popular Name (for major cases)

CASE LAW (Cont'd)

The following books are useful for background on the court, discussions of significance, or additional legal documents.

| | | |
|---|---|---|
| RS | KF 101.6 B57 | Blandford, Linda A. & Evans, Patricia Russell. Supreme Court of the United States. An Index to Opinions Arranged by Justice. Millwood, NY: Kraus International, 1983. Vol. 1: 1789-1902; Vol. 2: 1902-1980. |
| GPD/ RD | JK 1571 C65 | Congressional Quarterly's Guide to the Supreme Court. Washington, DC: Congressional Quarterly, Inc., 1979. |
| RS | KF 4549 C85 | Cushman, Robert Eugene. Leading Constitutional Decisions. 17th ed. Englewood Cliffs, NJ: Prentice-Hall, 1987. |
| GPD/ RD | KF 101.6 G83 | Guenther, Nancy Anderman. U.S. Supreme Court Decisions: An Index to Excerpts, Reprints, and Discussions. 2nd ed. Metuchen, NJ: Scarecrow Press, 1983. |
| 3d | KF 101.9 L36x | Landmark Briefs and Arguments of the Supreme Court of the U.S.: Constitutional Law. Arlington, VA: University Publications of America, 1975-1979. 105 volumes; selected cases from 1793 to 1977. |
| RS | KF 4549 M3 | Mason, Alpheus Thomas and Beaney, William M. American Constitutional Law. 7th ed. Englewood Cliffs, NJ: Prentice-Hall, 1983. |
| GP | KF 101.2 S54 | Shepard's U.S. Citations: Cases. Colorado Springs. Covers 1790-date. Use to locate later cases which cited a decision as a precedent. Must know earlier case citation to use. |
| 3d | KF 87 A15 S89x | Supreme Court Review. Chicago: University of Chicago Press. Annual since 1960. Summarizes court actions. |

## U.S. Federal Courts

This library does not have decisions from either the Federal Courts of Appeal (Circuit Courts) or the Federal District Courts. These are cited as: Federal Cases (Fed.Cas.), Federal Reporter (F.,F.2d), Federal Supplement (F.Suppl.), and ALR Federal.

CASE LAW (Cont'd)

## California Courts

GP — California Official Reports.
Preliminary edition of California Supreme Court decisions and Court of Appeals decisions. Kept until bound volumes arrive (see below).

3d KFC 45 A23 — California Reports; Reports of Cases Determined in the Supreme Court of California. Library has 2d series (1934-1969) and 3d series (1969-date).

3d KFC 964 A8 — California Appellate Reports; Reports of Cases Determined in the Districts Courts of Appeal in the State of California. Library has 2d series (1934-1969) and 3d series (1969-date).

Citation example: (1971) 5 Cal. 3d 469
↑ Date ↑ Vol Page

Library does not have private editions cited as Cal.Rptr., P., or P.2d. (Pacific Reporter)

Indexes:

3d — Each volume has its own indexes.
RS — Indexes to law journals may have citations.
GPD — Shepard's Acts and Cases by Popular Name (for major cases)

## Other Courts

California trial courts, county courts, and municipal court decisions are not published. Go directly to the court records.

## Administrative Decisions

Many federal executive agencies make decisions regarding disputes within their jurisdiction. This library has decisions from a few major agencies such as the Federal Communications Commission, National Labor Regulations Board, Federal Trade Commission, Tax Court, etc. Please ask at the GP Desk.

# LEGISLATION:
## TRACING U.S. AND CALIFORNIA BILLS

BIBLIOGRAPHIES & RESEARCH GUIDES: #109 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

The sources in this guide are located in Government Publications, 4th floor, unless otherwise indicated. The guide concentrates on sources used to identify proposed legislation and to determine where it is in the legislative process. For laws that have already been passed, ask for assistance at the Government Publications service desk.

Tracing legislation is more successful if you understand how the Legislature or Congress is organized and how a bill becomes law. The following should be helpful:

GP Desk California Legislature Handbook.
Annual: biographies, committee memberships, rules.

GP Desk California's Legislature.
Guide to processes, history, publications.

GP Desk Congressional Directory.
Biennial; biographies, committee membership, staff names.

GP Desk Congressional Quarterly's Guide to Congress.
Encyclopedic handbook on history, process. Good glossary.

GP Desk The Legislative Process: You Really Do Matter; a Citizen's Guide to Participation.
Excellent background on California; good glossary. Includes advice on contacting legislators.

GP Desk Shepard's Acts and Cases by Popular Name.
Useful for all but the most recent laws when you know the name of the act, but not the year or whether it passed. For example, Lanterman Act, Lemon Law.

The following are the most basic concepts to know:

—Most legislatures meet in two-year cycles
Refer to California by years (e.g., 1985/86).
Refer to U.S. by Congress number and session number (99th Congress, 1st session)

—Bills and resolutions are cited by chamber and number
AB 811 California Legislature, Assembly Bill
SB 12 California Legislature, Senate Bill

H.R. 2829 U.S. Congress, House Bill
S. 283 U.S. Congress, Senate Bill

—Bill numbers repeat in each two-year cycle
ALWAYS include a year or a Congress number when citing a bill.

—Status of a bill
Refers to its location in the process of approval, what actions have been taken and when.

—Few bills actually pass
Bill reintroduced in a new two-year cycle usually get a new number.
Bills that pass are cited as follows:
P.L. 99-125 (Public Law, 99th Congress, number 125)
Chap. 159 (California Statutes of 19 __, Chapter 159)

85-554

## *** U.S. Bills ***

This library has U.S. bills on microfiche for the latest few years. They do not circulate, but a reader-printer is available to make copies.

1. If you do not already have a bill number from reading articles or listening to the news, begin with an index.

   GP Index Table C — Congressional Index, biennial since 1953/54. Usually the best place to begin. Loose-leaf in 2 volumes, updated weekly. Subject and author indexes; Senate and House sections include digests of bills in number order (giving author and committee to which assigned) and status section (actions taken and when). This source also provides biographies, committee memberships, voting records, and treaty status.

   GP Index Table C — Major Legislation of Congress (MLC), 1979 - Highlights controversial topics with brief summary of issues, list of related legistation. Good for browsing for an interesting topic.

   GP Index Table C — Digest of Public General Bills and Resolutions, 1955- Summarizes content of bills, especially useful for tracking older bills that did not pass.

2. Check the bill in its original and amended versions:

   GP fiche Cabinet C — Bills and Resolutions on microfiche. Filed in chronological order. Use the index shelved next to the cabinet to locate all versions of a bill.

3. To locate the current status of a bill:

   GP Index Table C — Congressional Index. Normally the most current as it has weekly updates; newspapers would have the most current status of controversial bills; there is also a phone number on Capitol Hill to call.

4. What actions may be coming up on your bill?

   GP Index Area G — Calendars. Each Senate and House Committee issues a calendar of pending hearings, discussions, and votes.

5. If your bill recently passed, it may have arrived as a "slip law." These are filed in P.L (public law) number order in GP Index Area G. For more information on laws, ask for assistance.

Discussion of Issues

The U.S. Congress publishes most of its transcripts of debates and hearings as well as analytical reports written for or by the committees. This library has most of these since the late 1950's. These documents are used to research the pros and cons of proposed legislation as expressed by our representatives and by people who testify to them. There are good subject indexes available:

GP Index Table C — CIS (Congressional Information Service) Index, 1970-
Subject and witness index to hearings and reports. Before 1970, use the Monthly Catalog.

GP Index Area K/M — Congressional Record Index, 1873-
The Congressional Record is a transcript of debates and actions on the floor of the House and Senate. Current issues of the daily Congressional Record are on microfiche; the index is by subject and author.

The pros and cons of controversial issues may also be discussed in magazines and newspapers such as:

Periodicals — Congressional Digest
Monthly; each issue has pros and cons of one topic.

GP Desk — Congressional Quarterly Weekly Report and Almanac
Monthly; excellent source for browsing.

GP Desk — Congressional Research Service Review

Periodicals — National Journal

Periodicals — Newspapers such as New York Times, Washington Post

GP Desk — World of Politics

*** CALIFORNIA BILLS ***

This library has California bills on paper for the latest few years. They do not circulate, but you may make copies. Copies of current bills are also available from the Legislative Bill Room, Sacramento.

1. If you do not already have a bill number, begin with this index:

GP Desk — Legislative Index: Subjects
Gives bills, resolutions, and constitutional amendments numbers. No author index; no summary. Also available: Legislative Index: Table of (Code) Sections Affected and the Summary Digest of Statutes Enacted, 1959 - ; the latter has author, subject and bill number indexes.

2. Check the bill in its original and amended versions:

GP Leg Area — Bills, Resolutions, Constitutional Amendments
Filed by session, chamber, and number in file cabinets. Checking the bill is the only way to determine the subject covered (no summaries are available).

*** CALIFORNIA BILLS *** (Cont'd)

3. To locate the current status of a bill:

GP Leg Area — Histories
Shelved on counter top next to bill cabinets. Separate issues for Senate and Assembly; provide dates actions were taken and author(s). Use the latest Weekly History and the Daily Histories which supplement it. For actions taken on bills in earlier years, use the Final Calendar, 1940- . For definitions and abbreviations, try the handbooks listed on page 1.

4. What actions may be coming up on your bill?

GP Leg Area — Daily File
Filed in same cabinets as bills; separate issues for Senate and Assembly. Lists agenda for the day, regular Committee meeting times, committee hearings scheduled, committee memberships.
Also available: Daily and Weekly Journals; records of official actions and votes.

5. If the Histories indicate that your bill recently passed, it may have arrived as part of the current "chapters." These are filed in Chapter number order in the GP Leg Area. For more information on laws, statutes, or codes, please ask for assistance.

Discussions of Issues

The California legislature does not print transcripts of debates on the floor nor of Senate hearings; some Assembly hearings and issue brief are printed and are in our collection. Use the following:

GP Index Table E — California State Publications, 1945-
Subject and title index to California documents received by the State Library. Recent cumulations are on microfiche only.

Magazines, newspapers, and interest groups may be the only sources of information on the pros and cons of your bill -- and then only if it's a controversial subject. Ask at the Reference Desk (1st floor) for advice on locating articles; the following are useful for browsing:

| | |
|---|---|
| GP Desk | California Journal, monthly. |
| GP Desk | California Journal Newsfile, mid-month. |
| Periodicals | Los Angeles Times |
| Periodicals | Sacramento Bee |
| GP Desk | Sacramento Newsletter |

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# MARKETING RESEARCH

BIBLIOGRAPHIES & RESEARCH GUIDES: #19 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

The following bibliography is a selective guide to information sources in the J. Paul Leonard Library. For international marketing information sources, ask at the Reference Desk for the *International Marketing* bibliography (#35). If you need detailed financial/investment information on a specific company, ask at the Reference Desk for the bibliography on *Corporations, Stocks and Industries* (#16).

Ref(erence) — 1st floor
Periodicals — 2nd floor
Gov(ernmen)t Pub(lication)s — 4th floor

## I. INDUSTRY SURVEYS

Standard and Poor's Industry Surveys (HC 106.6 S74 Ref Desk)
U.S. Industrial Outlook (Ref Desk and Gov't Pubs Desk)
Value Line Investment Survey (Periodicals)

For additional financial and operating information on publicly owned companies, consult annual reports and 10-K reports (in the Reference Area) and *Moody's Manuals* (HG 4961 Ref Stacks) and *Standard and Poor's Corporation Records* (HG 4751 S785c Ref Stacks). For lists of companies by industry and geographical area, consult the directories listed in section X of this bibliography.

## II. PERIODICALS

Periodicals such as *Advertising Age*, *Business Marketing*, *Marketing and Media Decisions*, *Marketing Communications* and *Sales and Marketing Management* are excellent sources of current information on industries, products and companies and on marketing trends and statistics. These and other periodicals are located on the 2nd floor of the Library. To determine if the Library has a particular periodical, consult the *P.O.S.T.* list at the Reference Desk or the Rotary Linedex in Periodicals. A list by broad subject (e.g., marketing) is also available. This subject list is called *POST SCRIPTS*.

To locate periodical articles on a particular subject, it is necessary to use the periodical indexes located in the Reference Indexes and Abstracts Area. Major indexes for marketing information are:

Applied Science and Technology Index, 1958-
Business Index, 1979- (microfilm reader; back file on microfiche)
Business Periodicals Index, 1958-
Federal Government Publications Catalog, 1976-
Guide to Special Issues and Indexes of Periodicals, 1985. (Z7164 C81 G85 Ref Desk)
Info Trac, 1980- (computer terminals)
Journal of Marketing, "Marketing Literature Review" (Periodicals)
(National) Newspaper Index, 1979- (microfilm reader; back file on microfiche)
Predicasts F&S Index—U.S., 1962- : Europe and International, 1979-
Predicasts Forecasts, 1982, 1984-
PROMPT (Predicasts Overview of Markets and Technology), 1983-
Statisticsl Reference Index, 1980- and American Statistics Index, 1974- (Gov't Pubs)
Wall Street Journal Index, 1958-

If the Library does not have the periodical you need, you may be able to get a photocopy of the article you want through the Interlibrary Loan Desk, 1st floor. The Library also has lists which will tell you if a particular periodical is available at a local public or academic library; ask at the Reference Desk.

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## III. CONSUMER SURVEYS

The library has the following examples of market research studies which quantify characteristics of product users, media audiences and types of users and audiences.

Nielsen Ratings and Reports (HE 8700.66 U6. . .Ref Desk)
Simmons Market Research Bureau. Study of Media and Markets. (HF 5415.3 S78 Ref Stacks)

## IV. MARKET STATISTICS: CONSUMERS AND INDUSTRIES

The following sources are good starting places for locating statistics on consumers and industries:

Predicasts Basebook (HB 3730 P65 Ref Desk)
Predicasts Forecasts (Ref Index Area)
Statistical Abstract of the U.S. (Ref Desk and Gov't Pubs Desk)
California County Fact Book (HA 265 C33x Ref Desk)
California Statistical Abstract (Ref Desk and Gov't Pubs Desk)
County and City Data Book (Ref Desk and Gov't Pubs Desk)
State and Metropolitan Area Data Book (Ref Desk and Gov't Pubs Desk)

## V. MARKET STATISTICS FOR LOCAL AREA: CONSUMERS

The following market guides include statistics such as population, income and retail sales for states, counties, cities and metropolitan areas. Some census publications and Market Profile Analysis also provide data at the census track (neighborhood) level.

ABAG. Projections (Gov't Pubs Desk, California #7)
California Growth in the 1980's: Update and: Country Projections (new eds. on order) (Ref Desk)
Census of Population and Housing (Gov't Pubs)
Updated by Current Population Reports (C3.186: ) and Annual Housing Survey (C3.215: ). Ask for Bibliographies & Research Guides: #110
Editor and Publisher. Market Guide (HF 5905 E38 Ref Desk)
Market Profile Analysis: San Francisco/Oakland SMSA (HC 108 S7 M22x Ref Desk)
Marketing Economics Guide (HC 106.6 M36a Ref Desk)
Rand McNally. Commercial Atlas and Marketing Guide (Ref Atlas Case)
Sourcebook of Demographics and Buying Power for Every Zip Code in the USA (on order) (Ref Desk)
Standard Rate and Data Service (Current Periodicals)
In front of Newspaper, Spot Radio, and Spot Television Rates and Data there is a "Market Data" section.
State Profile: California (in process) (forecasts)
Survey of Buying Power (HF 5415 S96x Ref Desk)
Survey of Buying Power Data Service (HF 5415.3 S852x Ref Desk)

## VI. MARKET STATISTICS FOR LOCAL AREAS: INDUSTRIES

The following sources provide statistics on industries in states and local areas. Typically, they provide information such as number of establishments, employees, payrolls, sales or shipments.

Dun's Census of American Business (HF 5343 D8a Ref Desk)
Economic Censuses of the U.S. (Gov't Pubs)
Updated by Current Business, Construction, Industrial and Selected Service Reports, County Business Patterns and Annual Survey of Manufactures. Ask for Bibliographies & Research Guides: #112.
Survey of Industrial and Commercial Buying Power (HC 110 C6 S87x Ref Desk)
Taxable Sales in California (California. Equalization Board) (Gov't Pubs Desk).

* * *

To locate additional statistics, use Statistical Reference Index, American Statistics Index and periodical indexes (see page 1).

* * *

## VII. RATIOS

To see what the standard ratios for advertising vs. sales, R & D vs. sales and sales costs vs. inventory and payables are for various industries, consult:

Financial Studies of the Small Business (HD 2346 U5 F55a, Reserve Book Room)
R & D Scoreboard, Business Week, 2nd July issue (Periodicals)
RMA Annual Statement Studies (HF 5681 B2 R6 Reserve Book Room)
Survey of Selling Costs, Sales and Marketing Management, 2nd February issue (Periodicals)

Ask for the Ratios bibliography for a list of additional sources.

## VIII. ADVERTISING EXPENDITURES AND COSTS

The following sources will tell you how much companies spend on their advertising:

Nielsen. Brand Cumulative Audiences (HE 8700.66 U6 B73x Ref Desk)
100 Leading National Advertisers (HF 5805 A45x Ref Desk)
Standard Directory of Advertisers (HF 5805 S7 Ref Stacks)

The following sources give advertising rates or costs for magazines, business publications, newspapers, radio and television:

MIMP: Magazine Industry Market Place (Z6951 M15 Ref Desk)
Nielsen. NAC Cost Supplement (HE 8700.66 U6 N368x Ref Desk)
Standard Rate and Data Service (Current Periodicals)

## IX. LEGAL/POLITICAL ENVIRONMENT

Useful sources include the U.S. and California Codes, the Code of Federal Regulations and the California Administrative Code, all located in Government Publications, 4th floor. To locate articles and documents on legal and political issues, Legal Resources Index, Federal Government Publications Catalog and Public Affairs Information Service (located in the Reference Index Area) are particularly helpful. Ask for Bibliographies and Research Guides #111 (Law).

## X. DIRECTORIES: LISTS OF COMPANIES, ORGANIZATIONS, SERVICES

The following sources are useful directories (address books) for marketing:

Adweek. Directory of Advertising, Western ed. (Periodicals)
Direct Marketing Market Place (HF 5415.1 D57 Ref Stacks)
Encyclopedia of Associations (AS 22 E5 Ref Desk)
Green Book: International Directory of Marketing Research Houses and Services (HF 5415.2 G69 Ref Stacks)
Standard Directory of Advertising Agencies (HF 5805 S72 Ref Stacks).

In addition to the Standard Directory of Advertisers, the following directories list companies by industry/product and geographical area:

Business Prospector (formerly Contacts Influential, S.F., Oakland, East Bay, Penninsula, South Bay) (HF 5065 C2 B87 Ref Desk). Includes listing by zip code.
Million Dollar Directory (HC 102 D8 Ref Stacks)
Standard and Poor's Register (HG 4057 A4 Ref Stacks)
Thomas Register of American Manufacturers (T 12 T6 Ref Stacks)
Ward's Business Directory of . . . Largest U.S. Corporations (HG 4075 W37x Ref Stacks) Ranks companies by size within industries and zip codes.

To establish subsidiary/parent relationsnips use the following:

America's Corporate Families: the Billion Dollar Directory (Ref HG 4057 A147 Ref Stacks)
America's Corporate Families and International Affiliates (Ref HG 4057 A146 Ref Stacks)
Directory of Corporate Affiliations (Ref HG 4057 D58x Ref Stacks)

To find out which company sells under a trade name use:

Standard Directory of Advertisers (HF 5805 S7 Ref Stacks)
Trade Names Dictionary (T 223 V4 A22 & A223x Ref Stacks)

## XI. COMPUTERIZED SEARCHING

Computerized literature searching for articles and for statistical and directory information is available. Ask at the Reference Desk about buying a computerized search. For most student papers an online search is too costly for the return, and a personal search through the printed materials will do just as well.
net:samna\bibres\mark19\april87

# OCCUPATIONAL INFORMATION

BIBLIOGRAPHIES & RESEARCH GUIDES: #10 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

The following bibliography is a selective guide to information sources in the J. Paul Leonard Library and on the San Francisco State University campus.

## CARD CATALOG

To locate books, use the card catalog located on the first floor of the library. The card catalog is divided into an AUTHOR/TITLE section and a SUBJECT section. Some general subject headings are:

OCCUPATIONS
PART-TIME EMPLOYMENT
PROFESSIONS
TEMPORARY EMPLOYMENT
VOCATIONAL GUIDANCE
VOCATIONAL INTERESTS

Books on specific occupations may be listed under a variety of headings. Examples of just a few specific headings:

ACTING-VOCATIONAL GUIDANCE
ALLIED HEALTH PERSONNEL-VOCATIONAL GUIDANCE
ENGINEERS-EMPLOYMENT
HIGH TECHNOLOGY INDUSTRIES-U.S.-VOCATIONAL GUIDANCE

Ask for help at the Reference Desk if you have any trouble finding books on your occupational interest.

## REFERENCE BOOKS

The following books are shelved at the Reference Desk (unless otherwise noted):

Handbooks

Ref HF 5382.5 U5 C32 Ref Stacks — Career Information Center. Encino, CA: Glenco, 1984.
A 13 volume set, with each volume covering an industry. Included are: Administration, Business and the Arts, Manufacturing, etc.

Ref HF 5381 E52 — The Encyclopedia of Careers and Vocational Guidance. Edited by W.E. Hopke, 6th rev. ed. Garden City, N.Y.: Doubleday, 1984.
Vol. 1: Reviewing Career Fields. Vol. 2-3: Selecting A Career.

Ref HF 5382.5 U5 M34 — Malnig, Lawrence. What Can I Do With A Major In . . . ? Ridgefield, N.J.: Abbot Press, 1984.
Provides statistical analysis of which careers students with different college majors pursued.

L2.3: (no) Gov. Pubs. & Ref. — U.S. Bureau of Labor Statistics. Occupational Outlook Handbook. Washington, D.C.: G.P.O., biennial.
Includes descriptions of occupations, types of employers, necessary training and qualifications, employment outlook, earnings, working conditions and sources of additional information.

L37.302: Ocl Gov. Pubs. & Ref. — U.S. Employment Service. Dictionary of Occupational Titles. 4th ed. Washington, D.C.: G.P.O., 1977.
Main listing groups occupational titles by type (with codes indicating level of complexity of tasks performed) and provides brief definitions of each title. Index of occupational titles, grouping of titles by industry and index to industry grouping provided. Appendix includes explanation of codes indicating level of complexity of tasks performed.



87-74

## Handbooks for Special Groups

Ref HF 5384 H382 1984 — Hawes, Gene R. Encyclopedia of Second Careers. New York: Facts on File, 1984. Includes information on self appraisal, specific career descriptions, opening your own business, growth regions, job finding, schools and services.

Ref HF 5382.5 U5 M57 — Mitchell, Joyce Slayton. I Can Be Anything: A Career Book for Women. New York: College Entrance Examination Board, 1982. Background information on different careers from Occupational Outlook Handbook and sources such as Working Woman. Profiles of careers for men appear in the author's Choices and Changes: A Career Book for Men (Ref HF 5382.5 U5 M56).

## Directories - Employers

### General

The following directories list employers by subject. For other books like these, look in the SUBJECT Catalog under headings such as JOB VACANCIES - (U.S.) -DIRECTORIES or INTERNS - (U.S.) - DIRECTORIES.

HF 5382.5 .U6 C25 1982 Ref — Adams, Robert Lang, ed. The Northern California Job Bank. Brighton, MA: Bob Adams, 1982. An alphabetical list of area companies including name, address, phone number and a brief description of activity. Includes samples of resumes and cover letters. Includes industry cross-index.

Ref HD 5876 C2 B38 — Bay Area Employer Directory. Sausalito, CA: James R. Albin. Irregular. This listing of the major private and public S.F. Bay Area employers is supplemented by the Bay Area Employment Agency and Executive Recruiter Directory (Ref HD 5876 S4 B39x).

HF 5382.75 .U6 B4 1983 Ref — Beach, Janet L. How To Get A Job in the San Francisco Bay Area. Chicago: Contemporary Books, 1983. A directory of job resources and employers arranged by industry. A good introduction to employment in the S.F. Bay Area is also provided.

Ref HF 5382.5 U5 C6 — CPC Annual. Bethlehem, PA: College Placement Council, annual. Volume 1: Career Planning and the Job Search. Volume 2: Administrative-Business-Other Career Options. Volume 3: Engineering-Sciences-Other Technical Career Options.

Directories - Employers - General, Cont'd

Ref HD 5715.2 D57 Ref Stacks — Directory of Internship, Work Experience Programs and On-the-job Training Opportunities. Thousand Oaks, CA: Ready Reference Press, 1975. Suppl. 1-, 1978-. Alphabetical listing of organizations, followed by directory of Federal Job Information Centers and Bureau of Apprenticeship and Training regional offices. Program name, geographic and subject indexes.

HF 5382.5 .U5 D86 Ref Stacks — Dun's Employment Opportunities Directory; The Career Guide. Parsippany, NJ: Dun & Bradstreet, annual. This volume describes 5,000 leading employers, the categories of employees sought, and benefits available.

HF 5382.75 .U6 N38x 1985 Ref — Fiedler, J. Michael, ed. The National Job Bank; A Comprehensive Guide to Major Employers in the United States. 2nd ed. Boston: Bob Adams, 1985. Organized geographically by state, this directory lists employers and their address, phone number and head office. There is an index by industry. Includes samples of resumes and cover letters.

Ref L 901 I66 — Internships. Cincinnati, OH: Writer's Digest Books, annual.

HF 5549.2 .U5 L38 1984 Ref — Levering, Robert et al. The 100 Best Companies To Work For in America. Menlo Park, CA: Addison-Wesley, 1984. Arranged alphabetically by company name, this directory rates companies for salary, benefits, job security, career opportunities and atmosphere. Includes quotes from employees.

HF 5549.5 .C67 P58 Ref — Plunkett, Jack W. The Almanac of American Employers. Chicago: Contemporary Books, 1985. A comparison of data on 500 American companies in such categories as salary, benefits, financial stability and career advancement opportunities.

The library also subscribes to many standard business directories which list firms by type of business. For information about these and other directories, ask at the Reference Desk.

Summer Employment

Ref HF 5382.5 U5 S76 — Summer Employment Directory of the U.S.. Cincinnati, OH: Writers' Digest Books, annual. A listing of employers by state. Also includes job hunting tips, internships and information for non-citizens. Writers' Digest Books also distributes the annual Directory of Overseas Summer Jobs (Ref HD 6270 D5).

For other sources, look in the Subject Catalog under SUMMER EMPLOYMENT --DIRECTORIES.

## Overseas Employment

Ref
HF
5382.7
K62
1984

Kocher, Eric. International Jobs: Where They Are; How to Find Them. Reading: MA: Addison-Wesley Publishing Co., 1984.
Particularly useful for the international business or international relations student, this work provides helpful hints for organizing the job search, addresses of potential employers, an index of organizations and a bibliography.

HF
5549.5
.E45
P69
1983
Ref

Powell, James N. The Prentice-Hall Global Employment Guide. Englewood Cliffs, NJ: 1983.
A useful guide to employment opportunities in government, private business and volunteer organizations.

For other sources, look in the Subject Catalog under AMERICANS--EMPLOYMENT--FOREIGN COUNTRIES--DIRECTORIES.

The library also has many directories for teachers interested in teaching abroad:

Ref
LB
2283
T42x

Teaching Abroad. 1st ed. New York: Institute of International Education, 1984.
A listing of worldwide, regional and country specific institutions and organizations. Also includes a bibliography and a list of foreign embassies.

For other guides to teaching abroad, look in the Subject Catalog under TEACHERS IN FOREIGN COUNTRIES--EMPLOYMENT--DIRECTORIES.

## Directories--Trade and Professional Associations

HF
5382.5
.U5
F44
1983
Ref

Feingold, S. Norman and Avis Nicholson. The Professional and Trade Association Job Finder: A Directory of Employment Resources Offered by Associations and Other Organizations. Garret Park, MD: Garrett Park Press, 1983.
Information on job programs of professional associations, labor unions, community agencies, apprenticeships and government.

Ref
HD
2425
D53

National Trade and Professional Associations of the U.S.. Washington, D.C.: Columbia Books, Inc., annual.
Alphabetical listings of trade and professional associations, their publications and annual meetings. Keyword, geographic, budget and exectuve indexes. The Bureau of National Affairs publishes Directory of U.S. Labor Organizations (HD 6504 D64 Ref).

Directories--Trade and Professional Associations, Cont'd

Ref
HD
2428
C3
T73

Trade and Professional Associations in California: A Directory. Claremont, California: Center for Public Affairs, 1986.
An alphabetical listing of California trade and professional associations. Includes a subject index.

Directories--Services to Special Groups

Ref
HD
6095
D57

Directory of Career Resources for Women. Santa Monica, California: Ready Reference Press, 1979.
An alphabetical listing of career counseling and placement services of special interest to women, but of use to others too. Appendix includes list of Federal Job Information Centers. Subject and geographical indexes.

Ref
HD
5724
D56
1980

Directory of Special Programs for Minority Group Members: Career Information Services, Employment Skills Banks, Financial Aid Sources. 2nd ed. Edited by Willis L. Johnson. Garrett Park, MD: Garrett Park Press, 1980.
A listing of general employment and educational assistance programs, federal programs and women's programs. Includes organization name and subject indexes, glossary and bibliography.

For other works of interest to special groups, look in the Subject Catalog under headings like the following: HANDICAPPED -- EMPLOYMENT; MINORITIES -- EMPLOYMENT and WOMEN -- EMPLOYMENT.

Resumes

Ref
HF
5383
B57

Bostwick, Burdette E. Resume Writing: a Comprehensive How-To-Do-It-Guide. New York: John Wiley and Sons, 1985.
One of many books on writing resumes and cover letters. Other books of this nature are at the Reference Desk.

To locate similar books, look in the subject catalog under RESUMES (EMPLOYMENT); JOB HUNTING; or APPLICATIONS FOR POSITIONS.

Bibliographies

Ref
Z
7164
V6
E46

Egelston, Roberta Riethmiller. Career Planning Materials. Chicago: American Library Association, 1981.
A comprehensive guide to career literature, with sections on Occupations, Education and Training, Where Jobs Exist, and Job Search Skills.

Ref
Z
7164
V6
G65

Goodman, Leonard H. Current Career and Occupational Literature. New York: Wilson, 1984.
Lists pamphlets, and some books, by the career they describe and lists books and pamphlets on career planning and education in general.

PERIODICALS

Periodical (magazine and journal) articles are the best source of current occupational information. Some periodicals of particular interest are:

Career Development Quarterly
Employment and Earnings (for statistics)
Journal of Career Planning and Employment
Monthly Labor Review
Occupational Outlook Quarterly

To find articles on a specific topic, it is necessary to use PERIODICAL INDEXES located in alphabetical order in the Indexes/Abstracts area near the Reference Desk. Some particularly useful indexes are:

Area Business Databank, July 1983-1985
Business Periodicals Index, 1958-
Current Index to Journals in Education (CIJE), 1969-
Education Index, 1929-
Public Affairs Information Service Bulletin (P.A.I.S.), 1915-
Readers' Guide to Periodical Literature, 1900-

To locate other subject indexes, use the list of indexes, arranged by subject field, which is at the Reference Desk.

GOVERNMENT PUBLICATIONS

Government Publications on the 4th floor of the Library houses many publications on occupations and related topics. Ask for help.

To locate government publications, it is necessary to consult subject indexes such as:

American Statistics Index, 1974- (Excellent for locating B.L.S. and other federal statistics)
California State Publications, 1945-
Monthly Catalog of U.S. Government Publications, 1895-
Statistical Reference Index, 1980-

CAREER CENTER

The Career Center in Room 211, Old Administration Building, offers career counseling and placement services. The Center maintains an extensive collection of pamphlets and brochures on occupations, companies and programs of study, as well as many standard occupational reference sources.

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# PHYSICAL EDUCATION/ RECREATION

BIBLIOGRAPHIES & RESEARCH GUIDES: #11 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

The following bibliography is a selective guide to information sources in the J. Paul Leonard Library.

## CARD CATALOG

To locate books, use the card catalog on the 1st floor of the library. To locate a book when you know either the author or the title, use the AUTHOR/TITLE CATALOG. To locate books on a certain subject, use the SUBJECT CATALOG. The volumes entitled Library of Congress Subject Headings which are located at the subject catalog and at the Reference Desk serve as guides to the headings used in the subject catalog. Some general subject headings are:

Athletics
Physical education and training
Physical fitness
Recreation
Recreation therapy
Sports - Physiology

Books on specific sports or specific aspects of physical education or recreation are listed under more specific headings:

Baseball
Coaching
Skating
Outdoor recreation
Physical education for mentally handicapped persons
Television in physical education
Parks - Interpretive programs

## BOOK FINDER

When you know the author, title, or call number of a book, you can use a Book Finder terminal. (See Information Guide #24, Brief Users' Guide to Book Finder.) Like the card catalog, Book Finder shows author, title, and call number for each book in the Library's collection. Unlike the card catalog, Book Finder also shows if the book is on reserve in the Reserve Book Room, or if the book has been charged out, and, if it is charged out, the date it is due.

## REFERENCE BOOKS

The following reference works provide a starting point for finding information on physical education or recreation topics. They are example of just some of the sources available. Ask at the Reference Desk about other relevant works.

### Research Methodology

Ref GV 14.5 A6 1973
American Association for Health, Physical Education and Recreation. Research Methods in Health, Physical Education and Recreation. 3rd rev. ed. Washington, D.C.: American Association for HPER, 1973.
A basic methodological guide for doing research in the field.

Ref H 61 L5x
Li, Tze-Chung. Social Science Reference Sources: A Practical Guide. Westport, CN: Greenwood Press; 1980.
An introduction to library research methods and information sources for the social sciences.

Ref H 61 N25 1981
Nachmias, David, and Chava Nachmias. Research Methods in the Social Sciences. 2nd ed. New York: St. Martin's Press, 1981.
A guide to social sciences methodology more generally, with chapters on research in selected disciplines.

Research Methodology (cont'd)

Ref H 41 M54 1983
Miller, P. McC., and M.J. Wilson. A Dictionary of Social Science Methods. New York: John Wiley and Sons, 1983. Defines methodological and particularly statistical terms.

Ref GV 704 H53 1982
Higgs, Robert J. Sports: A Reference Guide. Westport, CN: Greenwood Press; 1982. A guide to library resources pertaining to sports.

on order
Pelegrino, Donald A. Research Methods for Recreation and Leisure: A Theoretical and Practical Guide. Dubuque, IA: William C. Brown, 1979.

Dictionaries and Encyclopedias

Ref GV 207 O93
The Oxford Companion to World Sports and Games. Ed. by John Arlott. New York: Oxford University Press, 1975. A compendium of information abut world sports and games and major sports personalities and organizations.

Ref GV 567 C59 1982
Consindine, Tim. The Language of Sport. New York: Facts on File, 1982.

Ref GV 567 C8
Cuddon, J.A. The International Dictionary of Sports and Games. New York: Schocken Press, 1980.

Ref GV 567 E49
Cureton, T.K., Jr., series ed. Encyclopedia of Physical Education, Fitness, and Sports. Sponsored by the American Alliance for Health, Physical Education, Recreation, and Dance. Salt Lake City: Brighton Publishing, 1977. 3 vols.
v. 1. Philosophy, Programs, and History.
v. 2. Training, Environment, Nutrition, and Fitness.
v. 3. Sports, Dance, and Related Activities.

Ref GV 567 H52
Hickok, Ralph. New Encyclopedia of Sports. New York: McGraw-Hill, 1977. An alphabetically arranged compendium of basic background information on North American competitive sports and sports topics (includes historical information). Includes a directory of organizations and associations.

Dictionaries and Encyclopedias (Cont'd)

Ref
GV
567
M46
1978
Menke, Frank G. Encyclopedia of Sports. 6th rev. ed. Revisions by Pete Palmer. New York: A.S. Barnes and Company, 1978.
This alphabetically arranged dictionary provides hist-ical information (with lists of winning competitors, etc.) about nearly 80 different sports.

Directories

Ref
GV
53
N34
Colgate, Craig, and Laurie A. Evans, eds. Recreational, Sporting, and Hobby Organizations of the United States. Washington, DC: Columbia Books, 1981.

Ref
GV
191.35
R4
Wasserman, Paul. Recreation and Outdoor Life Directory. Detroit: Gale, 1979.
Includes addresses and descriptions of national, international, federal and state organizations, grant awarding organizations, colleges and curriculums, periodicals, libraries and information and research centers. Includes subject indexes as appropriate.

Ref
GV
583
N63
Norback, Craig and Peter. New American Guide to Athletics, Sports and Recreation. New York: New American Library, 1979.
Arranged by sport, this directory includes background information (rules, regulations, history), as well as addresses of relevant American organizations. Also information and addresses relating to college atheletics, sports careers, the Olympics, sports journalism, sports museums, associations and research centers.

Ref
GV
584
C2
I45
Ilian, Martin. Bay Area Sports and Recreation Directory. San Francisco: Chronicle Books, 1981.
A guide to clubs, teams, facilities, classes, equipment rental, events, etc. for a wide variety of recreational activities and sports.

Rules

Ref
fGV
731
D52
1974
Diagram Group. Rules of the Game. New York: Paddington Press, 1974.
An illustrated guide to the rules of major world sports and games.

Ref
GV
731
R75
1983
Diagram Group. The Rule Book. New York: St. Martin's Press, 1983.
An illustrated guide to the regulations and history of major sports.

## Yearbooks

Ref
AG
243
G87

Guinness Book of World Records. New York: Sterling Publishing Co. Annual.
The standard guide to records of all kinds, including sports records.

RC
1200
E94

Exercise and Sport Sciences Review. New York: Academic Press, 1973-date. Annual.
Review articles, with extensive references, on such topics as "the cross-cultural study of games," "exercise and self-esteem," and "human strength curves."

## PERIODICALS

Periodicals (magazines and journals) are important sources of current information and of research. The following two journals contain many relevant research articles. Each has its own author and subject indexes.

Journal of Physical Education, Recreation and Dance, v. 52 (1981)-date. On microfiche, with index at end of each year. Formerly: Journal of Physical Education and Recreation v. 46-52 (1975-81); Journal of Health, Physical Education, and Recreation, v. 26-45 (1955-74); American Association for HPHER. Journal, v. 20-25 (1949-55); Journal of Health and Physical Education, v. 1-19 (1930-48).

Research Quarterly for Exercise and Sport, v. 51 (1980) - date. On microfiche, with index at end of each year. Formerly: Research Quarterly, v. 1-50 (1930-79). Cumulative indexes for 1930-60 and 1960-79.

## PERIODICALS INDEXES

In addition to the single-journal indexes listed above, there are more comprehensive indexes to periodicals in physical education and recreation. The following indexes are shelved alphabetically in the Abstract/Index section of the Reference Area.

Current Index to Journals in Education, 1966-date.
An index with abstracts to journals on a wide range of topics related to education. To find the best subject headings for a particular topic, use the Thesaurus of ERIC Descriptors (shelved with CIJE and also with the ERIC indexes).

Education Index, 1929-date.
This index to education journals includes many physical education and recreation journals, including Journal of Physical Education, Recreation and Dance and Research Quarterly for Exercise and Sport.

PERIODICALS INDEXES (Cont'd)

Physical Education Index, 1978-date.
A subject index to English language periodicals and periodicals with English summaries. Lists book reviews in the back of each issue/volume.

Physical Fitness/Sports Medicine, 1978-date.
Published by the President's Council on Physical Fitness and Sports, this index covers relevant articles on over 2,000 periodicals, as well as papers presented at congresses.

Psychological Abstracts, 1927-date.
A comprehensive index, with abstracts, to articles in psychological journals. Includes many citations on psychological and behavioral aspects of recreation and physical education.

Social Sciences Citation Index, 1966-date.
A broadly interdisciplinary index for the social sciences. The subject index, called the Permuterm Index, uses only key-words from titles of articles. The Permuterm Index gives only authors' names; when you have identified authors, use the Source Index to find more complete references. (See Bibliographies and Research Guides #3, How to Use Citation Indexes.)

NEWSPAPER INDEXES

National Newspaper Index.
A subject index, on a microfilm cassette reader, covering the most recent three years of the Los Angeles Times, New York Times, and Wall Street Journal, among others.

New York Times Index, 1851-date.
Of a number of printed subject indexes to individual newspapers, the New York Times Index covers the longest time span.

INDEXES TO UNPUBLISHED RESEARCH

The following sources, located in the Reference Area, are useful for accessing research reports, masters theses and doctoral dissertations:

Completed Research in Health, Physical Education and Recreation, 1959-date.
An annual index to periodical articles, masters theses, and dissertations. Theses and dissertations available at SFSU are lsited in the card catalog.

Dissertation Abstracts International, 1938-date.
Indexed by Comprehensive Dissertation Index, 1861-1972, 1973-1982, and annual.

ERIC [Educational Resources Information Center]. Resources in Education, 1975- Formerly: Research in Education, 1966-74.
ERIC is a collection of unpublished research on a wide variety of topics. The author and subject indexes are in the Reference Area. The reports themselves are on microfiche in the Periodicals/Microforms Area, arranged by ED number in cabinets labelled ERIC.

INDEXES TO UNPUBLISHED RESEARCH (Cont'd)

Health, Physical Education and Recreation Microform Publications Bulletin, 1949-date.
This collection consists of doctoral dissertations, masters theses, and out-of-print scholarly books and journals. The index is located in the Reference Area. The publications are on microfiche arranged by author in a cabinet labelled "Special Collections on Microfiche" in the Periodicals/Microforms Area.

BIOGRAPHICAL SOURCES

Biography Index, 1946-date.
This index, arranged by last name of the biographee, lists popular books and articles.

Biographical information about people in physical education and recreation can also be obtained by using the indexes to periodicals and newspapers listed above.

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# POLITICAL SCIENCE/ PUBLIC ADMINISTRATION

BIBLIOGRAPHIES & RESEARCH GUIDES: #28 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

The following bibliography is a selective guide to information sources located in the J. Paul Leonard Library. Location symbols are as follows:

| | |
|---|---|
| BIB | Bibliography Room, 1st floor |
| GP | Government Publications, 4th floor |
| RD | Reference Desk, 1st floor |
| RS | Reference Stacks, 1st floor |

Books without these designations are circulating books located in the open stacks, 1st-3rd floors.

## GUIDES TO THE LITERATURE

BIB Z 7164 A2 A53 1983
American Public Administration: A Bibliographic Guide to the Literature. New York: Garland Pub., 1983.

RD Ref Z 7164 C81 D16 1985
Daniells, Lorna M. Business Information Sources. Berkeley: University of California Press, 1985. Includes sections on the management of public and nonprofit organizations, personnel management and industrial relations.

BIB Ref Z 7161 H64 1986
Holler, Frederick L. Information Sources of Political Science, 4th ed. Santa Barbara, CA: ABC-Clio Information Services, 1986.
Includes a section on public administration.

BIB Z 7164 A2 H8 1984
Huddleston, Mark W. Comparative Public Administration: An Annotated Bibliography. New York: Garland Pub., 1984.

BIB Z 7161 I544 1984
Information Sources in Politics and Political Science: A Survey Worldwide. London; Boston: Butterworths, 1984.

BIB Z 7164 A2 M29 1986
McCurdy, Howard E. Public Administration: A Bibliographic Guide to the Literature. New York: M. Dekker, 1986.

RD Ref Z 7161 S666 1986
Sources of Information in the Social Sciences: A Guide to the Literature. 3rd ed. Chicago: American Library Association, 1986.



86-233

## CARD CATALOG

Books are listed by author and by title in the AUTHOR/TITLE CATALOG and by subject in the SUBJECT CATALOG. To determine which subject headings to look under, use the Library of Congress Subject Headings (LCSH), the two red volumes located near the card catalog. It will indicate the appropriate subject headings to look under and will provide cross references to related subject headings. See Information Guide #5, Library of Congress Guide to Subject Headings, for instructions on how to use LCSH. For help with the AUTHOR/TITLE or SUBJECT catalogs, ask at the Information or Reference Desks.

For specialized bibliographies and annual reviews of the literature, look in the SUBJECT Catalog under the subject heading and appropriate subheadings such as: -BIBLIOGRAPHY or PERIODICALS or YEARBOOKS, e.g.:

POLITICAL SCIENCE-BIBLIOGRAPHY
PUBLIC ADMINISTRATION-YEARBOOKS.

For specialized reference sources such as dictionaries or handbooks, look in the SUBJECT Catalog under the subject heading and appropriate subheadings such as: -DICTIONARIES or -HANDBOOKS, MANUALS, etc. e.g.:

POLITICAL SCIENCE-DICTIONARIES
PUBLIC ADMINISTRATION-HANDBOOKS, MANUALS, ETC.
UNITED STATES-POLITICS AND GOVERNMENT-DIRECTORIES
NEAR EAST-POLITICS AND GOVERNMENT-DICTIONARIES

Keep in mind that the subject, Public Administration, has many related areas. It includes such areas as: Public Health Administration, Hospitals-Administration, Correctional Institutions, Personnel Management, Industrial Relations, etc.

## DICTIONARIES AND ENCYCLOPEDIAS

JA
61
C47
Chandler, Ralph C. The Public Administration Dictionary. New York: Wiley, 1982.

RD Ref
JA
9
E4
1984
Elliot, Jeffrey M. The Presidential-Congressional Political Dictionary. Santa Barbara, CA: ABC-Clio, 1984.
One of a series, Clio Dictionaries in Political Science, which includes regional political dictionaries for Latin America, Middle East, etc. and specialized dictionaries on state and local governments, constitutional law, etc.

RS Ref
H
40
A2
I5
International Encyclopedia of the Social Sciences. New York: Macmillan and Co. & the Free Press, 1968-1979. 18 vol.

DICTIONARIES AND ENCYCLOPEDIAS, Cont'd

RD Ref JA 61 P57 — Plano, Jack C. The Dictionary of Political Analysis. Santa Barbara: ABC-Clio, 1982.

RD Ref JA 61 R39 1978 — Raymond, Walter John. Dictionary of Politics: Selected American and Foreign Political and Legal Terms. Lawrenceville, VA: Brunswick Publ., 1978.

RD Ref JA 61 S37 1982 — Scruton, Roger. A Dictionary of Political Thought. New York: Harper & Row, 1982.

RD Ref JF 2011 D44 1983 — World Encyclopedia of Political Systems and Parties. New York: Facts on File, 1983. 2 vols.

DIRECTORIES, YEARBOOKS, ALMANACS, HANDBOOKS, STATISTICAL SOURCES

RD Ref JK 1012 A44 — Almanac of American Politics. Washington, D.C.: National Journal, biennial.

GP — American Statistics Index (ASI), 1974-. Indexes statistical publications issued by the U.S. government.

RD Ref Z 7554 U5 B34 — Balachandran, M. Regional Statistics: A Guide to Information Sources. Detroit: Gale Research Co., 1980. Bibliography of socio-economic data sources that provide local or regional statistics. Includes sections on housing, labor and industrial relations, energy and transportation, state and municipal finance.

RD Ref JK 2403 B6 — Book of the States. Lexington, KY: Council of State Governments, biennial.

DIRECTORIES, YEARBOOKS, ALMANACS, HANDBOOKS, STATISTICAL SOURCES, Cont'd

RD Ref HA 265 C33x
California County Fact Book. Sacramento, CA: County Supervisors Association of California, biennial.

RD Ref GP HC 107 C2 C235
The California Handbook. A Comprehensive Guide to Sources of Current Information and Action, with Selected Background Material. Claremont, CA: California Institute of Public Affairs, irreg. Directory of agencies, associations, and publications dealing with public policy issues in California. Includes sections on California's social problems, government, politics, and economy.

RD & GP
California Statistical Abstracts. Sacramento, CA: California Finance Department, annual.

RD Ref JK 1012 C65
Congressional Staff Directory for Capitol Hill (C.S.D.). Mt. Vernon, VA: Congressional Staff Directory, Ltd., annual.

RD Ref JK 1967 C662 1985
Congressional Quarterly's Guide to U.S. Elections. 2nd ed. Washington, D.C.: Congressional Quarterly, Inc. 1985. Comprehensive collection of historical data on elections for presidents, governors, senators and representatives.

RD Ref JF 2051 D39 1984bx
Day, Alan J. Political Parties of the World, 2nd ed. Harlow, Essex, U.K.: Longman, 1984.

RD Ref JK 7
Justice, Keith L. Public Office Index. Jefferson, NC: MacFarland, 1985-. Basic historical data on major national officeholders, including biography and service dates for presidents, vice-presidents, cabinet members, and Supreme Court justices.

RD Ref JS 344 C5 A24
The Municipal Year Book. Washington, D.C.: International City Management Association, annual. Includes statistical information on local government activities and management.

DIRECTORIES, YEARBOOKS, ALMANACS, ETC., Cont'd

RS Ref JK 2255 N37 1983 — National Party Conventions, 1831-1980. Washington, D.C.: Congressional Quarterly, Inc., 1983.

RD Ref JK 524 C65 1983 — Presidential Elections since 1789. 3rd ed. Washington, D.C.: Congressional Quarterly, Inc., 1983.

RD Ref JS 451 C28 S36x — San Francisco Bay Area Decision Makers. Oakland: League of Women Voters of the Bay Area, biennial. Directory of regional and inter-county agencies serving the nine Bay Area counties.

RD Ref JK 2443 S72 — State Information Book. Washington, D.C.: Potomac Books, Inc., annual.

GP — Statistical Reference Index (SRI), 1980- Indexes non-federal U.S. statistical publications.

RD & GP — Statistical Abstract of the United States. Washington, D.C.: U.S. Department of Commerce, annual.

RD Ref F 192.3 W33 — Washington Information Directory. Washington, D.C.: Congressional Quarterly, Inc., annual.

INDEXES AND ABSTRACTS

The Reference area, located on the 1st floor, has an extensive collection of abstracts and indexes which are used to locate periodical articles and current events information. The abstracts and indexes listed below are only a few among the potentially useful sources.

Alternative Press Index, 1969-
American Public Opinion Index, 1981-
Business Index, 1979-
Business Periodicals Index, 1958-
Christian Science Monitor Index, 1960-
Facts on File, 1941-
Human Resources Abstracts, 1975-.
(Poverty and Human Resources Abstracts, 1966-74).

INDEXES AND ABSTRACTS, Cont'd

International Bibliography of the Social Sciences: Political Science, 1960-.
(International Bibliography of Political Scinece, 1953-1959).
International Political Science Abstracts, 1951-.
Journal of Economic Literature, 1969-.
(Journal of Economic Abstracts, 1963-68).
Keesing's Contemporary Archives, 1957-.
Left Index, 1982-.
Los Angeles Times Index, 1972-.
Magazine Index, 1976-.
National Newspaper Index, 1979-.
New York Times Index, 1851-.
Political Science Abstracts, 1980-.
(Universal Reference System, 1965-79).
Public Affairs Information Service Bulletin (PAIS), 1915-.
Readers Guide to Periodical Literature, 1900-.
Recent Publications on Government Problems, 1963-.
Sage Public Administration Abstracts, 1974-.
Sage Urban Studies Abstracts, 1973-.
San Francisco Chronicle Index, 1976-.
Social Sciences Citation Index, 1966-.
Social Sciences Index, 1974-.
United States Political Science Documents, 1975-.
Washington Post Index, 1984-.

For additional periodical indexes, look in the blue Periodical Indexes and Abstracts: Subjects guide to find indexes and abstracts on subjects related to public adminsitration or political science. Copies of this guide may be located at the Reference Desk and at the Current Periodicals Desk. Related subjects include: social science, urban studies, business, health, law etc.

LOCATING PERIODICALS: Current and back issues of periodicals are on the 2nd floor of the Library. There are two lists which show which titles are available in the J. Paul Leonard Library:

P.O.S.T. (Periodical or Serial Titles). Find this at service desks throughout the Library.

POST SCRIPTS is another useful list of periodicals in this Library's collection. It is arranged by broad subject. It may be found at service desks throughout the Library.

INTERLIBRARY LOAN

If the Library does not have a periodical article or book that you need, you may be able to get a copy from another library. For more information, ask at the Interlibrary Loan Desk on the 1st floor, next to the main Circulation Desk.

## GOVERNMENT PUBLICATIONS

Government publications include materials produced by any governmental agency: city, state, federal, foreign country, or international organization. In this library, most government documents are located on the 4th floor in the Government Publications Department. This department has its own card catalog and subject indexes. Ask for assistance there when trying to locate government documents. A few of the major government publications indexes are:

California State Publications, 1945-.

Congressional Information Service (CIS) Index, 1970-
Subject, agency, and witness index to Congressional hearings and publications.

Index to Current Urban Documents, 1972-.

Monthly Catalog of U.S. Government Publications,
GP 1895-.
REF FILM 1976-.
Basic index to documents from all U.S. agencies.

UNDEX (formerly called UNDOC), 1950-.
Index to United Nations documents by subject and country.

## COMPUTER-ASSISTED LITERATURE SEARCHES

Ask at the Reference Desk about the Library's online search services. Computer literature searches are available for a fee. For most student papers, a manual search through the printed indexes will usually be sufficient. Computer searching is recommended for extensive research projects or unusual and complex topics. A copy of the handout that describes this service may be obtained from the Reference or Information Desks.

## RELATED HANDOUTS

The Library has an extensive body of helpful handouts in its Bibliographies and Research Guides series. Other guides in the series that might prove useful in researching the areas of political science or public administration are:

| | |
|---|---|
| No. 9 | Business |
| 36 | Current Events and News Sources |
| 18 | Foreign Country Information |
| 14 | Government Publications |
| 8 | Legal Research Topics |
| 111 | Law: Checklist of Federal State and Local Sources |

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# PSYCHOLOGY/SOCIOLOGY/ SOCIAL WORK

BIBLIOGRAPHIES & RESEARCH GUIDES: #29 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

The following bibliography is a selective guide to information sources in the J. Paul Leonard Library.

## GUIDES TO THE LITERATURE

Ref Z 7164 A24 1987 — Aby, Stephen H. *Sociology: A Guide to Reference and Information Sources.* Littleton, CO: Libraries Unltd., 1987.

Z 7201 M35 — McInnis, Raymond G. *Research Guide for Psychology.* Westport, CT: Greenwood Press, 1982. An annotated and evaluative survey of the psychological literature. Covers general psychological reference sources, focuses on specific divisions within psychology (e.g. personality or educational psychology) and reviews research sources.

Ref Z 7161 S666 1986 — Webb, William H. and Associates. *Sources of Information in the Social Sciences: A Guide to the Literature.* 3rd ed. Chicago: American Library Asso., 1986.

For additional bibliographies, check the SUBJECT Catalog under PSYCHOLOGY-BIBLIOGRAPHY or SOCIOLOGY-BIBLIOGRAPHY.

## CARD CATALOG

Reference and circulating books are listed by both author and title in the AUTHOR/TITLE Catalog and by subject in the SUBJECT Catalog. The *Library of Congress Subject Headings (LCSH)* (located adjacent to the SUBJECT Catalog) serves as a guide to the subject headings used in the Catalog. For help with the Card Catalog, ask at the Information or Reference Desks.

If you know the author or title of a book, you can look it up on the Book Finder computer terminals located at the Information Desk and in the card catalog area. Besides providing a call number, Book Finder indicates if a book is in a special location such as the Reserve Book Room (RBR). If a book is checked out, Book Finder shows when the book is due.

## BASIC REFERENCE SOURCES

### Dictionaries

Ref RC 437 H5 1981 — Campbell, Robert Jean. *Psychiatric Dictionary.* 5th ed. New York: Oxford University Press, 1981.

Ref HM 17 H63 — Hoult, Thomas Ford. *Dictionary of Modern Sociology.* Totowa, NJ: Littlefield, Adams & Co., 1969.

Ref HM 17 153 1984 — *The International Encyclopedia of Sociology.* New York: Continuum, 1984.



86 297

Dictionaries, Cont'd.

Ref HM 17 M56 1979 — Mitchell, G. Duncan. A New Dictionary of the Social Sciences. New York: Aldine, 1979.

Ref HV 12 T54 1982 — Timms, Noel & Rita. Dictionary of Social Welfare. London: Routledge & Kegan Paul, 1982.

Encyclopedias and Handbooks

Ref RC 455.2 C4 A48 1980 — Diagnostic and Statistical Manual of Mental Disorders (DSM - III). 3rd ed. Washington, DC: American Psychiatric Assn., 1980.

BF 31 E52 1984 Ref — Encyclopedia of Psychology. New York: John Wiley and Sons, 1984. 4 vols.

Ref HV 35 S6 RBR — Encyclopedia of Social Work. 18th ed. New York: National Association of Social Workers, 1986. 2 vols.

Ref RC 334 I57 — International Encyclopedia of Psychiatry, Psychology, Psychoanalysis and Neurology. New York: Van Nostrand, 1977. 12 vols.

Ref H 40 A2 I5 — International Encyclopedia of the Social Sciences. New York: Macmillan and Co. and the Free Press, 1968. 17 vols. Vol. 18 (1979): Biographical Supplement.

Ref JA 74.5 H347 — Long, Samuel L. The Handbook of Political Behavior. New York: Plenum Press, 1981. 5 v.

Ref HQ 1061 E53 1987 — Maddox, George L. The Encyclopedia of Aging. New York: Springer Publ., 1987.

Encyclopedias and Handbooks, Cont'd.

Ref BF 109 A1 N67 Nordby, Vernon J., and Hall, Calvin S. A Guide to Psychologists and their Concepts. San Francisco: W.H. Freeman, 1974.

Ref BF 713 H363 Wolman, Benjamin B. et al. Handbook of Development Psychology. Englewood Cliffs, NJ: Prentice Hall, 1982.

There are many more specialized encyclopedias and handbooks available. To locate these, look in the SUBJECT Catalog under the specific subject and the subheading, DICTIONARIES or the subheading, HANDBOOKS, MANUALS, ETC. For example:

PSYCHOLOGY, PATHOLOGICAL - HANDBOOKS, MANUALS, ETC.
DRUG ABUSE - DICTIONARIES
CRIME AND CRIMINALS - DICTIONARIES

Tests and Measurements

Ref BF 431 G625 Goldman, Burt Z. and Busch, John C., eds. Directory of Unpublished Experimental Mental Measures. New York: Human Services Press. 4 vol.
Subject guide to tests that are not commercially available, but have been referenced in journal articles. Serves as a complement to Buros MMY and Tests in Print.

Ref BF 39.5 K78 Krug, Samuel E. Psychware: A Reference Guide to Computer-Based Products for Behavioral Assessment in Psychology, Education and Business. Kansas City, MO: Test Corporation of America, 1984.

Ref Z 5814 P8 B932 Mental Measurements Yearbook. (MMY) Lincoln, NB: Buros Institute of Mental Measurements, University of Nebraska.
Provides reviews and information on commercially available English language tests. Indexed by author, title and broad subject. Score index included for the first time in 1985 MMY. Gives information on test availability, cost, validity and use. Provides lengthy bibliographies of additional test reviews. The following editions of MMY have been published: 1933/35, 1936, 1940, 1949, 1953, 1959, 1965, 1972, 1978, 1985. Formerly referred to as "Buros."

Ref Z 5814 E9 B8 1983 Tests in Print III. Lincoln, NB: Buros Institute of Mental Measurements, University of Nebraska, 1983.
Bibliography of English language commercially available tests. Serves as a master index to the first eight Buros Mental Measurements Yearbooks and provides information on tests created or reviewed since the 8th edition of MMY. Earlier editions published: 1961, 1974.

For additional information ask at the Reference Desk for Bibliographies & Research Guides #43, "Tests and Measurements".

Directories

Ref
HV
89
A55
Public Welfare Directory. Washington, D.C.: American Public Welfare Association, annual.

Ref
HV
99
S4
R64
1984x
Roditti, Martha and Denebeim, Libby. A Guide to Services for Children, Youth and Families in San Francisco. 4th ed., San Francisco: SFUSD, 1983.

Many other directories are available. For example, both the American Psychological Association and the American Sociological Association publish membership directories. In addition, a computer generated list of social services in San Francisco called Resource One is available at all branches of the Public Library and in the Social Work Department on campus. To locate directories, look in the SUBJECT Catalog under the specific subject and the subheading, DIRECTORIES. For example:

AGED - SERVICES FOR - UNITED STATES - DIRECTORIES
HOTLINES (COUNSELING) - DIRECTORIES
PSYCHOLOGISTS - DIRECTORIES

Style Manual

Ref
BF
76.7
P83
1983
American Psychological Association. Publication Manual of the American Psychological Association. 3rd ed. Washington, D.C.: A.P.A., 1983.

REVIEWS

Reviews are publications (often issued annually) devoted to specialized subjects, e.g. infancy research, behavior modification, or developmental disabilities. They are collections of scholarly papers reflecting current research and theory in the field. The following list is a sample of reviews.

Annual Review of Gerontology & Geriatrics (RC 952 A1 A56)
Annual Review of Psychology (BF 30 A56)
Advances in the Study of Behavior (QL 750 A38)
Advances in Experimental Social Psychology (HM 251 A35)
Annual Review of Sociology (HM 1 A763)

REVIEWS, Cont'd.

For a more comprehensive list consult the books listed under "Guides to the Literature" on page 1 of this bibliography. Locate reviews in the SUBJECT Catalog under the specific subject and the subheading, PERIODICALS. For example:

BEHAVIOR THERAPY-PERIODICALS
FAMILY PSYCHOTHERAPY-PERIODICALS
CHILD DEVELOPMENT-PERIODICALS

ABSTRACTS AND INDEXES

Indexes and abstracts provide subject access to magazines and journals (periodicals), dissertations, and reviews. The following are located in the Indexes and Abstracts Area, first floor, and are only a sample of the relevant indexes available.

Catalog of Selected Documents in Psychology, 1980-82.
Chicago Psychoanalytic Institute Literature Index, 1980-.
Child Development Abstracts and Bibliography, 1927-.
Combined Retrospective Index to Journals in Sociology, 1895-1974.
Comprehensive Dissertation Index, 1861-.
Criminal Justice Periodical Index, 1975-.
Current Index to Journals in Education, (CIJE), 1969-.
Current Literature on Aging, 1973-.
Dissertation Abstracts International, 1969-.
E.R.I.C., 1956-.
Education Index, 1929-.
Human Resources Abstracts, 1975-. (Poverty and Human Resources Abstracts, 1966-74)
Index Medicus, 1960-.
Index to Social Sciences and Humanities Proceedings, 1979-.
International Bibliography of the Social Sciences: Sociology, 1960-.
Inventory of Marriage and Family Literature, 1973-.
Journal of Human Services Abstracts, 1976-.
Personnel Literature, 1970-.
Psychological Abstracts, 1927-.
Psychological Documents, 1983-1985.
Psychopharmacology Abstracts, 1961-1982.
Public Affairs Information Service (PAIS), 1915-.
Rehabilitation Literature, 1950-55; 1957-1986.
Sage Family Studies Abstracts, 1984-.
Social Sciences Citation Index, 1966-.
Social Sciences Index, 1974- (Social Sciences and Humanities Index, 1965-74; International Index to Periodicals, 1916-65)
Social Work Research and Abstracts, 1977-. (Abstracts for Social Workers, 1965-77)
Sociological Abstracts, 1953-.
Women Studies Abstracts, 1972-.

ABSTRACTS AND INDEXES, Cont'd.

The periodicals themselves are located on the 2nd floor. For a list of our holdings consult P.O.S.T. (Periodicals or Serial Titles), located at the Reference Desk on the 1st floor and in the Periodicals area on the 2nd floor. P.O.S.T. will also give the format - bound, fiche, or microfilm - of back issues .

"How to Use Psychological Abstracts" (Bibliographies & Research Guides #2), "How to Use Citation Indexes" (Bibliographies & Research Guides #3), and "How to Use ERIC" (Bibliographies & Research Guides #4) are available to help you use these specific indexes/abstracts. Ask for the guides at the Reference Desk.

Interlibrary Loan (ILL)

If our library does not have the periodical you need, you may be able to get a photocopy of the article from another library. For more information, ask at the Interlibrary Loan Desk next to the Circulation Desk on the 1st floor.

GOVERNMENT PUBLICATIONS

Government Publications (or documents) include anything published by a government unit: city, county, state, federal, foreign or international organizations. Documents also include statistical sources and legal materials (laws, codes, etc.). The Government Publications Department is on the 4th floor and has its own card catalog and subject indexes. A few major indexes include:

Monthly Catalog of U.S. Government Publications, 1895-
Index to publications from federal governmental agencies, e.g., National Institute of Mental Health, Department of Education or the Department of Health and Human Services.

ASI (American Statistics Index), 1974-
Subject index to statistical information produced by the U.S. government.

SRI (Statistical Reference Index), 1980-
Index to statistical information produced by private organizations, state government sources, independent research centers, universities.

COMPUTER LITERATURE SEARCHING

Ask at the Reference Desk about buying a computerized literature search. Computer searching is most worthwhile for unusual or extensive research projects that are not easily searched through standard subject headings. For additional information ask for Information Guide #12, "Online Search Services."

samna/bibresl/psy29/march87

# SCHOLARSHIPS, FELLOWSHIPS AND LOANS

BIBLIOGRAPHIES & RESEARCH GUIDES: #40 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

The following bibliography is a selective guide to information sources in the J. Paul Leonard Library and on the San Francisco State campus.

## REFERENCE BOOKS

Ask to see these books at the Reference Desk, first floor.

### GENERAL SOURCES

Ref LB 2338 S363
The College Blue Book: Scholarships, Fellowships, Grants and Loans. New York: MacMillan, biennial.
An extensive listing of sources of student financial aid. Subject arrangement groups programs by broad field of interest.

Ref LB 2337.4 C66
The College Money Handbook. Princeton, N.J.: Peterson's Guides, annual.
Broader coverage than the other books on this list. Gives college cost and money-saving options. Directories list non-need scholarships, athletic grants, co-ops and other special programs.

Ref LB 2337.4 C47
Chronicle Student Aid Annual. Moravia, N.Y.: Chronicle Guidance, irregular.
Lists aid sources from noncollegiate organizations. Subject index by field of study and eligibility qualifications.

Ref LB 2338 F4
Feingold, S. Norman. Scholarships, Fellowships and Loans. Arlington, Mass.: Bellman Publishing Co., irregular.
An extensive listing of sources of student aid. "Vocational Goals Index" helps identify which scholarships to apply for.

Ref L 901 I66 1985
Internships. Cincinnati: Writer's Digest, annual.
Job opportunities, most salaried and many which can be taken for credit, designed to provide experience for students.

Ref LB 2339 K43
Keeslar, Oreon. Financial Aid for Higher Education Catalog. Dubuque, Iowa: W.C. Brown Co., irregular.
"Program Finder" identifies scholarships available to special groups.

Ref LB 2337.4 L44
Leider, Robert. Robert Leider's Your Own Financial Aid Factory. Alexandria, VA: Octameron Press, 1983.
Covers all the ins and outs of how to get money for school.

Ref LB 2338 C36
The Scholarship Book. Englewood Cliffs, N.J.: Prentice-Hall, irregular.
"The complete guide to private-sector scholarships, grants and loans for undergraduates." Chapter "Specific Publications" lists career and scholarship guides for individual careers, many available from professional associations for $3.00 or less.



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SPECIALIZED SOURCES

Ref
HD
5724
D56

Directory of Special Programs for Minority Group Members. Garrett Park, Maryland: Garrett Park Press, 1980. Includes educational assistance programs, federal programs and college and university awards.

Ref
LB
2338
G7

The Grants Register. New York: St. Martin's Press, biennial.
A listing of financial aid sources for students and researchers at or above the graduate level. International in scope.

Ref
HF
5382.5
U5
J38

Jawin, Ann. A Woman's Guide to Career Preparation: Scholarships, Grants and Loans. Garden City, N.Y.: Anchor Books, 1979.
Written for women who are planning to re-enter the job market. Includes a section on educational finance.

Ref
LB
2338
S34

Schlachter, Gail. Directory of Financial Aids for Minorities. Santa Barbara, California: Reference Services Press, irregular.
Includes an excellent annotated bibliography of general interest.

Ref
HQ
1381
S36

Schlachter, Gail. Directory of Financial Aids for Women. Los Angeles: Reference Service Press, irregular.

Ref
LB
2338
S86

Study Abroad: International Scholarships; International Courses. Paris: UNESCO Press, 1983.
Of the many guides to study abroad, this one is the most comprehensive. The first section focuses on scholarships offered by international organizations and by national institutions. Text in English, French and Spanish.

OTHER SOURCES

BOOKS

Some books from the library's "GRANTS" bibliography include programs which fund research or study by individuals. See especially the Annual Register of Grant Support, Catalog of Federal Domestic Assistance, Directory of Research Grants, Foundation Grants to Individuals.

To find additional books, many of which can be checked out, look in the Subject section of the Card Catalog under the following headings:

College Costs
Scholarships
Student Aid
Student Loan Funds

The Government Publications Area, 4th floor, has additional books and pamphlets. For titles, use the Federal Government Publications Catalog near the Reference Desk on the first floor. Look under the same headings you used in the Subject Card Catalog. Note the titles and "SuDocs#" of any publications you wish to see and take your list to the Government Publications Area on the fourth floor.

## INDEXES TO PERIODICALS

Periodical articles provide up-to-date information on scholarships, fellowships and loans. The following subject indexes are located in the Indexes and Abstracts Area near the Reference Desk.

Current Index to Journals in Education (CIJE).

ERIC (index to Resources in Education microfiche).
Use the subject headings "Scholarships" or "Student Loan Programs" or consult the ERIC Thesaurus for related terms. These are the best sources to use for tracking trends or researching specialized topics relating to student aid.

Infotrac
To find references to articles in popular magazines type in "College Costs", "Scholarships", or "Student Loan Funds". Also use any of the appropriate "see also" references. Citations will be displayed on the Infotrac screen or can be printed on the adjacent printer.

## OTHER ON-CAMPUS SOURCES

Career Services
211 Old Administration Bldg.
(469-1761)

Student Finacial Aid
355 New Administration Bldg.
(469-1581)

LB:lr
Nov. 1985
sch40

# TESTS AND MEASUREMENTS

BIBLIOGRAPHIES & RESEARCH GUIDES: #43 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

The following bibliography is a selective guide to information sources in the J. Paul Leonard Library on educational psychological tests and measurements. This guide may also be used in conjunction with the library slide/tape program #13 titled *TESTS AND MEASUREMENTS* which is available for viewing or classroom use from the Reference Desk on the first floor.

## REFERENCE BOOKS

Buros, Oscar. *Mental Measurements Yearbook*. See entry under *Mental Measurements Yearbook*.

Ref
BF
431
G625

Goldman, Bert A. *Directory of Unpublished Experimental Mental Measures*. New York: Behavioral Publications, multiple volumes.
Directory of experimental test instruments that are not marketed commercially but have been used in research situations. Indexes by subject and author.

Ref
BF
176
T419

Keyser, Daniel J. & Sweetland, Richard C., eds. *Test Critiques*. Kansas City, MO: Test Corp. of America, 1984.
Evaluative reviews of commercially available English language tests. Each review discusses reliability, validity, practical applications/uses, and provides a brief bibliography. Indexes by test title, author, publisher, reviewer, and subject.

Ref
BF
39.5
K78
1984

Krug, Samuel E., comp. & ed. *Psychware: A Reference Guide to Computer-Based Products for Behavioral Assessment in Psychology, Education and Business*. Kansas City, MO: Test Corp. of America, 1984.
Non-evaluative source. Indexes tests by product title, application, service listing and supplier. Very broad subject access, e.g. personality, career/vocational.

Ref
Z
5814
P8
B932
Curr
& Ref

*Mental Measurements Yearbook*. Lincoln, NB: Buros Institute of Mental Measurements, University of Nebraska. Provides reviews and information on commercially available English language tests. Indexed by author, title and broad subject. Score index included for the first time in 1985 *MMY*. Gives information on test availability, cost, validity and use. Provides lengthy bibliographies of additional test reviews. The following editions of *MMY* have been published: 1933/35, 1936, 1940, 1949, 1953, 1959, 1965, 1972, 1978, 1985. Formerly referred to as "Buros." (See also *Tests in Print III* below).

Ref
*BF*
176
T43

Sweetland, Richard C. & Keyser, Daniel J. *Tests: A Comprehensive Reference for Assessments in Psychology, Education and Business*. Kansas City, MO: Test Corp. of America, irregular with supplements.
Commercially available English language tests. Entries include test target group, purpose, description, scoring, cost and publisher. Indexes by test title, author, publisher, and scoring service. Index of tests for visually impaired.

Ref
Z
5814
E9
B8
Curr
& Ref

*Tests in Print III*. Lincoln, NB: Buros Institute of Mental Measurements, University of Nebraska, 1983.
Bibliography of English-language commercially available tests. Serves as a master index to the first eight Buros *Mental Measurements Yearbooks* and provides information on tests created or reviewed since the 8th edition of *MMY*. Earlier editions published: 1961, 1974.



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REFERENCE BOOKS, Cont'd

SELECTED ADDITIONAL RESOURCES

BF 431 A576 — Andrulis, Robert. Adult Assessment: A Sourcebook of Tests and Measures of Human Behavior. Springfield, IL: C.C. Thomas, 1977.

Ref HQ 1180 B43 — Beere, Carol. Women and Women's Issues: A Handbook of Tests and Measures. San Francisco: Jossey-Bass, 1979.

LB 1115 G635 — Goodwin, William. Handbook for Measurement and Evaluation in Early Childhood Education. San Francisco: Jossey-Bass, 1980.

HQ 1061 R44 — Mangen, David J. & Peterson, Warren A., eds. Research Instruments in Social Gerontology. v.1 Clinical & Social Psychology; v.2. Social Roles & Social Participation; v.3. Health, Program Evaluation & Demography. Minneapolis: Univ. of Minnesota Press, 1982-84.
Reviews major theoretical concerns & measurement strategies & presents descriptions of specific test instruments re: reliability, validity, scaling properties, correlations with age and a list of additional references.

BF 378 A75 S45 — Shaw, Marvin. Scales for the Measurement of Attitudes. New York: McGraw-Hill, 1967.

LB 1132 S68 — Southworth, Lois. Screening and Evaluating the Young Child: A Handbook of Instruments to Use From Infancy to Six Years. Springfield, IL: C.C. Thomas, 1981.

LB 1131 T23 — Tarczan, Constance. An Educator's Guide to Psychological Tests. Springfield, IL: C.C. Thomas, 1975.

PERIODICAL INDEXES AND ABSTRACTS

The following periodical indexes and abstracts can be used to locate journal articles and other research materials regarding specific tests, test theory and methodology, and the experimental use of tests and measurements. These indexes are shelved alphabetically in the Reference Area, first floor.

Child Development Abstracts and Bibliography, 1927-.
Look under "Tests", type of test e.g. achievement tests, audience or trait you want to measure, e.g. learning disabled, sex role.

PERIODICAL INDEXES AND ABSTRACTS, Cont'd

Current Index to Journals in Education (CIJE), 1969-.
See ERIC (below) for subject access.

Education Index, 1929-.
Look under "TESTS AND SCALES", test title, or the type of test, e.g. ACHIEVEMENT TESTS.

ERIC - Resources in Education, 1966-. The ERIC system of unpublished research is indexed by Resources in Education. For further information, ask at the Reference Desk for Bibliographies and Research Guides #43 How to Use E.R.I.C..

Both CIJE and ERIC subject headings are listed in the Thesaurus of ERIC Descriptors shelved with each set. Use the thesaurus to determine the most appropriate heading for your topic. Useful headings include TEST REVIEWS, TESTING, TESTS, test title (e.g. School Readiness Survey) and type of test, e.g. INTELLIGENCE TESTS.

Exceptional Child Educational Resources. 1969-.
See ERIC for subject access.

Inventory of Marriage and Family Literature, 1973-. Test title.

Psychological Abstracts, 1927-. Use the Thesaurus of Psychological Index Terms shelved with the index to find appropriate subject headings. Begin with the term "MEASUREMENTS/". Useful headings include the title of a test, the type of test, e.g. ABILITY TESTS. For more information, ask for Bibliographies and Research Guides #2, How to Use Psychological Abstracts.

Sage Family Studies Abstracts, 1979-. Test title.

Social Sciences Citation Index, 1966-. Test title in "Permuterm" volume.

Social Sciences Index, 1974-., Look under "TESTS AND SCALES", names of individual tests, e.g. California Psychological Inventory, type of test, e.g. anxiety tests, masculinity-femininity tests.

Sociological Abstracts, 1953-. Specific test title; or the subjects "Test/Tests", "Scale", "Index", "Score", "Testing".

Periodicals are located in the Periodicals/Microforms area on the second floor. Consult the P.O.S.T. list to determine if this library subscribes to a specific journal.

## CARD CATALOG

If you know the author or title of a book look it up in the AUTHOR/TITLE Catalog under either author or title. Otherwise, it is necessary to use the SUBJECT Catalog. The Library of Congress Subject Headings (LCSH) located next to the SUBJECT Catalog serves as a guide to the headings used in the SUBJECT Catalog. Useful subject headings include but are not limited to:

| | |
|---|---|
| ABILITY--TESTING | EDUCATIONAL TESTS AND MEASUREMENTS |
| CHARACTER TESTS | PERSONALITY TESTS |
| CREATIVE THINKING | PSYCHOLOGICAL TESTS |
| (EDUCATION)--TESTING | TEST BIAS |

You may also look under test title in the SUBJECT Catalog, e.g. California Psychological Inventory, Minnesota Multiphasic Personality Inventory.

## TEST FILE

The Teaching Resources Center on the 5th floor of the Library maintains a historical collection of educational tests available for Library use only. A card catalog located in the Teaching Resources Center lists the tests by author, title, and subject. There is also a collection of unpublished tests available on microfiche at the Teaching Resources Center Desk. A printed index is available for these tests.

## SLIDE - TAPE PROGRAM AVAILABLE

"TESTS AND MEASUREMENTS" a slide/tape program (Library Media Program #13), is a 15-minute presentation explaining the major reference sources listed in this guide. Students may check the program out at the Reference Desk and view it at a nearby media station. Faculty may arrange to borrow the program for classroom use.

## PSYCHOLOGY CLINIC/TEST LIBRARY

Located in PSY 201, the test library houses a collection of well-known commercially available psychological tests, e.g. MMPI, CPI, Stanford-Binet. Tests may be checked out, however, per APA guidelines, users of tests must be under the supervision of a psychologist. Also has copies of major test reference works, like MMY & TIP. Open M-Th, in the afternoons.

## ADDITIONAL RELEVANT BIBLIOGRAPHIES AND RESEARCH GUIDES

#14 EDUCATIONAL RESEARCH
#29 PSYCHOLOGY/SOCIOLOGY/SOCIAL WORK

samna/bibres1
tesmes43/mar87

# UNITED NATIONS PUBLICATIONS

BIBLIOGRAPHIES & RESEARCH GUIDES: #108 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

The library has a selective collection of U.N. documents including most major resources. The majority of U.N. documents are in Government Publications on the 4th floor, but some are in the main collection. U.N. documents are located by using printed indexes because the Government Publications card catalog does not have subject or title cards.

## U.N. DOCUMENT SERIES SYMBOLS

The U.N. assigns numbers to most documents which represent particular agencies or bodies (for example, ST/LEG/SER.A.). When using indexes or the card catalog, be sure to note this number as it is also used as a shelving call number in our collection. The numbers can also be related to the appropriate agency by using the following:

GP Desk *List of U.N. Document Series Symbols*, 1946-1977.

## GENERAL BACKGROUND SOURCES

Pers *U.N. Chronicle*, 1964-
Monthly periodical; source of current information on General Assembly debates and activities.

GP Desk *U.N. Yearbook*, 1946-
Excellent source in which to begin research; chapters review activities on major issues such as human rights or disarmament. Provides references to specific documents and guides to conventions and agreements.

GP Desk *Annual Review of U.N. Affairs*, 1949-

GP Desk *Basic Facts About the U.N.* 1980.

GP Desk *Comprehensive Handbook of the U.N.* 1978.
Compilation of documents relating to the establishment of the U.N., rules of procedures, laws, regulations.

GP Desk *Everyone's U.N.* 9th ed. 1979.
Basic handbook describing agencies and activities.

## INDEXES TO OFFICIAL RECORDS AND SALES PUBLICATIONS

GP Index *International Bibliography, Information, Documentation*, 1973-1979.
1980-date on order. Quarterly, annotated listing of U.N. and affiliated international organization publications.

GP Index *International Organizations Publications*, 1976-
Annual subject and title index to sales publications of the U.N. and affiliated international organizations.

GP Index *KWIC Index to U.N. Sales Publications and Serials*, 1975-
Quarterly; each issue is cumulative. Does not include official records.

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INDEXES, continued

Ref Index Public Affairs Information Service Bulletin, 1915-
Weekly subject index to articles in periodicals and major international and U.N. documents. Located in Reference, 1st floor.

GP Index U.N. Document Index/UNDEX/UNDOC, 1950-
Basic index to U.N. documents; contents and arrangement varies. Latest version is monthly with annual subjects, titles, and checklist of documents sections. Includes many documents not sent to libraries; checklist section indicates distribution status.

GP Index U.N. Library. Indexes to Proceedings of the General Assembly, Economic and Social Council, Security Council and Trusteeship Council, 1946-
Compiled for each session. Contain indexes to documents, resolutions and speeches by subject; meeting dates; agenda; lists of documents published and voting records.

GP Index U.N. Library. Indexes to Resolutions...1946-1970.
Convenient compilations of resolutions by subjects. After 1970, use the indexes to proceedings.

OFFICIAL RECORDS

Documents concerning official actions of the General Assembly, Security Council, Economic and Social Council, and Trusteeship Council are considered "official records." They include the following type of documents:

Annexes - working documents which were discussed during meetings of the whole.

Index to Proceedings - for each session as noted above.

Plenary Meetings - "PV's" or verbatim records of meetings; some meetings distributed as summary records only.

Resolutions - special supplement for each session.

Supplements - reports from committees and commissions to the legislative bodies.

Official records are noncirculating and are identified in our collection by "OR" after the series symbol number on each document. The official records are listed in a special section of the Government Publications card catalog. This section is arranged by agency, session and type of document as shown above.

VOTING RECORDS

There is no complete record available. Check the Indexes to Proceedings, 1975-date, the UNDEX, 1975-78, the U.N. Yearbook and the U.N. Chronicle.

## SPEECHES

Listed alphabetically by country in the Indexes to Proceedings; listed by subject in the Country section of the UNDEX, 1975-78.

Content may be found in the summary records of meetings of commissions and committees. Content of general debates in the General Assembly are summarized in the U.N. Chronicle.

## COUNTRY MEMBERSHIPS AND MISSIONS

Memberships of agencies and committees may be located in various U.N. handbooks listed previously and in several country and organization sources at the 1st floor Reference Desk.

## TREATIES

GP Desk Harvard Law School Library. Index to Multilateral Treaties from the 16th Century to 1963.
Chronological order, subject and country guides. Gives citation to text location.

GP Index International Legal Materials, 1962-
Provides texts of selected current international agreements in advance of published series.

GP Desk Multilateral Treaties Deposited with the Secretary General.
Latest cumulation at desk. Gives citations to text locations. Includes League of Nations and other major pre-U.N. treaties.

GP Desk Treaties and Alliances of the World. 1981.
International survey covering treaties in force and communities of states. Summarizes agreement.

GP Stacks U.N. Treaty Series, 1947-
Cumulative indexes are kept at the GP Desk; they are published several years later than the treaty texts. Library also has League of Nations Treaty Series, 1920-1946.

For any agreement that was signed by the U.S., the Library has U.S. Treaties and Other International Agreements, 1776-date.

Rev/LJ/2/83

# U.S. CENSUS OF POPULATION AND HOUSING

BIBLIOGRAPHIES & RESEARCH GUIDES: #110 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

Census publications are located in Government Publications, 4th floor.

"Census" usually refers to the Census of Population and Housing conducted once every ten years: 1980, 1970, 1960, etc. If you need demographic data for other years, ask for assistance. The decennial census comes in hundreds of volumes; the staff in Government Publications will help you select the sources to use. This handout outlines basic considerations and ways to formulate your questions.

What subjects does it include?

Varies each time: in broad terms, usually includes age, sex, race, education, occupation, income, house-value or rent. For a list of topics in the 1980 census, see page 2.

What geographical areas does it cover?

Everything from the whole country to the block you live on. When you come to the desk, specify exactly the territory for which you want data. We will help determine if it is available because not all subjects are given for every geographical area. There is a list of geographical areas at the bottom of page 2.

## SOURCES

These sources, and other important ones for California and the U.S., are located at the Government Publications desk. Other states are in the census stack area; all census publications are non-circulating.

Need information on the S.F. Bay area?

Census Tracts: San Francisco-Oakland SMSA (standard metropolitan statistical area). 2 vols.
C3.223/11:980/321.

These volumes include most subjects; the table of contents is the only index to subjects. Every table has data for these areas: whole SMSA (5 counties), each county, each city in the counties, census tracts within cities. Counties included are: Alameda, Contra Costa, Marin, San Francisco, and San Mateo. For other counties, ask about other nearby SMSA's.

While other books have SMSA, county, and city information, this is the only source that gives you tracts within cities.

Need smaller areas than census tracts?

Block Statistics: San Francisco-Oakland SMSA (standard metropolitan statistical area)
Microfiche. C3.224/5:980/321.

Gives you basic population characteristics, numbers, and size of housing units, value or rent, for every city block included within a census tract.

Need larger areas?

California: General Population Characteristics (age, sex, race, marital status)
California: Social and Economic Characteristics (language, education, income, . . .)
California: Detailed Population Characteristics (cross-tabulations of topics)
California: General Housing characteristics (median rooms, plumbing, value, owned/rented)
California: Detailed Housing Characteristics (kitchens, vehicles, utilities, mortgage status, income)

More general? Or want an overview? These include census subjects and more:

Congresional District Data Book (C3.62/5:year)
County and City Data Book (C3.134/2:C83/2/year)

Historical Statistics of the U.S. from Colonial Times to 1970 (C3.134)
State and Metropolitan Area Data Book (C3.134/5:year)
Statistical Abstract of the U.S. (C3.134:year) Annual since 1878.

Need finders's guides?

American Statistics Index, 1970- (Index Table)
Census User's Guide. 1980 Census. (C3.223/22)
Directory of Federal Statistics for Local Areas: A Guide to Sources. (C3.6/2:St2/2)

## GEOGRAPHICAL AREAS AND TOPICS IN 1980 CENSUS

For the first time, some data is being published in microfiche only and other data is available only on computer tape. For information on special printouts or access to computer tapes, ask the librarian.

The list below summarizes topics covered in 1980; sample data was asked of only 15 to 20% of the population.

### 1980 Census Data

**100-percent population items**
* Household relationship
Sex
* Race
Age
Marital status
* Spanish Hispanic origin or descent

**100-percent housing items**
Number of housing units at address
* Complete plumbing facilities
Number of rooms in unit
Tenure (whether the unit is owned or rented)
* Condominium identification
Value of home (for owner occupied units and condominiums)
Rent (for renter-occupied units)
Vacant for rent, for sale, etc.; and period of vacancy

**Sample population items**
School enrollment
Educational attainment
State or foreign country of birth
Citizenship and year of immigration
** Current language and English proficiency
** Ancestry
Place of residence 5 years ago
Activity 5 years ago
Veteran status and period of service
Presence of disability or handicap
Children ever born
Marital history
Employment status last week
Hours worked last week
Place of work
** Travel time to work
* Means of transportation to work
** Persons in carpool
Year last worked
Industry
Occupation
Class of worker
* Work in 1979 and weeks looking for work in 1979
* Amount of income by source in 1979
** Total income in 1979

**Sample housing items**
Number of units in structure
Stories in building and presence of elevator
Year unit built
* Year moved into this house
Source of water
Sewage disposal
Heating equipment
Fuels used for house heating, water heating, and cooking
* Costs of utilities and fuels
Complete kitchen facilities
Number of bedrooms and bathrooms
Telephone
Air-conditioning
Number of automobiles
** Number of light trucks and vans
** Homeowner shelter costs for mortgage, real estate taxes, and hazard insurance

**Derived items (illustrative examples)**
Families
Family type, size, and income
Poverty status
Population density
Persons per room ("over crowding")
Household size
Institutions and other groups quarters
Gross rent
Farm residence

* Changed relative to 1970
** New items

Geographical areas used; subjects not published for all areas:

U.S. regions, divisions of regions, states.
Urban and rural, urbanized areas, central cities
SMSA/SCSA-standard metropolitan/consolidated statistical areas (1 or more counties);
S.F.-Oakland = S.F., Marin, San Mateo, Alameda & Contra Costa.
Congressional districts, school districts
Counties, parts of counties (minor civil divisions, census county divisions)
Cities and towns-incorporated places and census designated places (unincorporated)
Parts of cities-census tracts, zip codes, block groups and blocks
Neighborhoods may be defined by aggregates of one of these units.
Some communites may have participated in the "Neighborhood Statistics program" — ask at city hall or the local library.



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# WOMEN STUDIES

BIBLIOGRAPHIES & RESEARCH GUIDES: #46 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

Women Studies is an interdisciplinary field with emphasis on works written about women and by women. Literature related to women's studies is published in nearly every field within the social sciences and humanities. Scientific literature related to the study of women is frequently found in the field of medicine, the biological sciences, and technology.

This is a guide to selected materials that are in the J. Paul Leonard Library collection. For other materials check the card catalog or ask a reference librarian for guidance. The location symbols for materials in this guide are as follows:

| | |
|---|---|
| BIB | Bibliography Room (Z call numbers), 1st floor. |
| PER | Periodicals/Microforms, 2nd floor. |
| RD | Reference Desk, 1st floor. |
| RS | Reference Stacks, 1st floor. |
| 3rd | Stacks, 3rd floor. |

## BOOKS

Check the card catalog on the first floor of the library for relevant books. It is divided into AUTHOR/TITLE and SUBJECT sections. Use the AUTHOR/TITLE section to identify works by a known author or to identify known titles. Use the SUBJECT catalog for identifying titles in a particular subject area. Refer to the *Library of Congress Subject Headings (LCSH)* for the appropriate subject heading(s).

Below are some examples of relevant subject headings:

Abused Wives (also see Wife Abuse)
Equal Pay for Equal Work
Mexican American Women
Sex Discrimination in Employment
Single Parents
Women—Crimes Against
Women—Literary Collections
Women, South Africa
Women and Socialism
Women Authors (used for works on the attainment of women as authors)
Women in Literature (used for works about the representation of women in literature)

If you know the author or title of a book you can look it up on the Book Finder computer terminal located at the Information Desk and in the card catalog area. The Book Finder terminal will assist you in determining the location of a book in a special library location such as the Reserve Book Room (RBR) or if the book is checked out.

## GUIDES TO THE LITERATURE

BIB Z 7963 E7 B5 1983 — *Bibliographic Guide to Studies on the Status of Women: Development and Population Trends.* New York: UNIPUB, 1983.
Covers women's labor force participation, role in economic development, education, family and home life. Provides access through country, author and subject indexes.



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GUIDES TO LITERATURE, Cont'd

BIB Z 7961 B32 1986 — Ballou, Patricia K. Women: Bibliography of Bibliographies. 2nd ed. Boston: G.K. Hall, 1986. This comprehensive list of bibliographies about women covers all subject areas.

BIB Ref Z 7962 H37 — Harrison, Cynthia Ellen, ed. Women in American History: A Bibliography. 2 vols. Santa Barbara, CA: American Bibliographic Center - Clio Press, 1979-1985. Abstracts journal articles, anthologies, and newsletters from the social sciences and humanities, with an emphasis on North American History. Volume one covers works published from 1964 through 1977. Volume two covers work published from 1978 through 1984. Use the index, America: History and Life, for works published after 1984.

RS Ref PN 1024 G89 1985 — Guy, Patricia A. Women's Poetry Index. Phoenix, AZ: Oryx Press, 1985. Indexes anthologies of poems not included in Granger's Index to Poetry.

RD Ref Z 7961 S42 1985 — Searing, Susan. Introduction to Library Research in Women's Studies. Boulder, CO: Westview Press, 1985.

BIB Z 1361 N39 S52 — Sims, Janet L. The Progress of Afro-American Women: A Selected Bibliography and Resource Guide. Westport, CN: Greenwood Press, 1980.

For titles of other bibliographies and research guides check the card catalog under subject headings such as: "Women--Bibliography", "Women--Education--Bibliography", "Abortion--Bibliography", etc.

PERIODICALS: Journals, Magazines, Newspapers

Periodicals and newspapers are located on the 2nd floor of the library. Consult one of the sources listed below to determine if the library has a particular periodical title.

P.O.S.T. (Periodicals or Serial Titles) (Reference Desk and the Periodicals/Microforms Area, 2nd floor).

Rotary Linedex (Periodicals/Microforms Area, 2nd floor)

P.O.S.T. SCRIPTS is a list of the library's periodical subscriptions by subject. Check P.O.S.T. SCRIPTS to find periodical titles related to women. Copies are located at the reference desk.

Abstracts and Indexes

Indexes and abstracts are used to identify articles related to a particular subject. Women's Studies Abstracts is the only index devoted to women's studies literature. Although Women's Studies Abstracts covers a wide range of subjects, it may be necessary to refer to other specialized periodical indexes for additional research. The following is a list of useful periodical indexes located in the Reference Area on the 1st floor of the library.

Alternative Press Index, 1969-. Indexes alternative and radical publications. This is an important source for finding literature related to the women's movement. Relevant subject headings include: "Equal Rights Amendment", "Lesbianism", and "Third World Women".

America: History and Life, 1964-. Provides subject access to journal articles, books and newsletters related to women in North American history. Use Harrison's Women in American History: A Bibliography, for works indexed from 1964 through 1984.

Business Periodicals Index, 1958-. Use for finding journal articles in the areas of advertising, marketing, banking, economics, management and other business-related fields. Relevant subject headings include: "Women-Salaries, Pensions, etc.", "Equal Pay for Equal Work", "Women Executives", "Women in Banking".

Educational Resources Information Center (ERIC), 1966-. Provides access to unpublished research reports and journal articles in the field of Education. ERIC consists of two indexes. The Resources in Education(RIE) index is used for unpublished reports. Our library has a set of the ERIC/RIE documents on microfiche located in the microforms area, 2nd floor. The Current Index to Journals in Education (CIJE) is used for journal articles. Use the Thesaurus of ERIC Descriptors to identify appropriate subject headings. Relevant subject headings include: "Curriculum Research", "Day Care Centers", "Women's Education". Ask for Bibliographies and Research Guides #4 How to Use ERIC.

Feminist Periodicals, current three years only. Provides the table of contents of current periodicals published by women's collectives and small presses. A useful source for identifying articles in women's scholarship, feminist theory and women's culture.

Humanities Index, 1975-. Indexes English language periodicals in archaeology, folklore, history, literature, performing arts, and religion. Relevant subject headings: "Women and Folklore", "Television and Women", and "Social Justice".

Human Resources Abstracts: An International Information Service, 1975-. Indexes and annotates journals, conference reports, statistical reports, and other documents from private organizations and government agencies. Topics covered include poverty, manpower programs, and social policy. Relevant subject headings include: "Divorce", "Income Differences/Income Distribution", and "Sex Differences".

Abstracts and Indexes, Cont'd

Index to Legal Periodicals, 1908-. Covers legal periodicals from the United States, Canada, Great Britain, Ireland, Australia, and New Zealand with a focus on American law. Articles can be retrieved by case-name, statute, or subject. Relevant subject headings are: "Abortion", "Discrimination:Sex", and "Rape".

Index Medicus, 1975-. Covers journals in medicine. Use with its thesaurus, Medical Subject Headings. Relevant subject headings include: "Dentists-Women", "Gynecology", and "Obstetrics".

Index to Social Sciences and Humanities Proceedings, 1979-. Lists proceedings of major societies and associations. Entries are retrieved by subject, author, conference sponsor and location.

The Left Index, 1982-. Lists speeches, declarations, and resolutions. Indexes academic journals. Some relevant subject headings are: "Equal Pay for Equal Work", and "National Organization for Women".

New York Times Index, 1851-. Useful for news events related to women and for biographical information. For news items indexed between 1965 and 1975 use the New York Times Cumulative Subject and Personal Name Index - Women, 1965-75.

Nursing and Allied Health Index, 1956-. Allows subject access to health periodicals. Use the annual thesaurus to identify appropriate subject headings. Some relevant subject headings include: "Midwifery", "Rape", and "Sex Behavior".

Psychological Abstracts, 1927-. Provides topical or subject access to periodical articles about the psychology of women. Relevant subject headings include: "Alienation", "Occupational Guidance", and "Stereotypes". Ask for Bibliographies and Research Guides #2 How to Use Psychological Abstracts.

Public Affairs Information Service Bulletin (P.A.I.S.), 1915-. Indexes books, pamphlets, government publications, and periodical articles with an emphasis on public policy. Relevant subject headings include: "Black Women", "Employment-Women", and "Service Women".

Sage Family Studies Abstracts, 1979-. Indexes articles, books and government publications relating to women's socioeconomic role. Relevant subject headings include: "Battered Women", "Dual-Career Couples", "Mothering", and "Widowhood".

Sociological Abstracts, 1953-. Comprehensive index to periodical articles in sociology. Provides subject access through a detailed topical classification and keyword index. Relevant topics are: "The Family and Socialization" and "Feminist Studies".

Abstracts and Indexes, Cont'd

Social Sciences Citation Index, 1973-. Perhaps the most comprehensive index of current periodical literature. Indexes journals from every discipline in the social sciences and selected journals in the natural, physical, and biomedical sciences. Also includes proceedings, editorials, letters, meeting reports, and book reviews. Use Arts and Humanities Citation Index for works in art, history, and literature. Ask for Bibliographies and Research Guides #3 How to Use Citation Indexes.

Social Sciences Index, 1974-. Indexes English language periodicals in all fields in the social sciences including anthropology, criminology, economics, political science, psychology, and sociology. Relevant subject headings include: "Adolescent Mothers", "Indians of North America-Women", and "Women Prisoners".

Social Work Research and Abstracts, 1977-. Abstracts articles from professional and scholarly periodicals in the field of social welfare. Relevant subject headings include: "Abortion", "Wife Abuse", "Child Care Services", and "Sexual Harassment".

Women's Studies Abstracts, 1972-. Indexes and abstracts books and periodical articles related to women studies. Entries are arranged by topics, including: "Education and Socialization", "Employment", "Sexuality", and Media".

INTERLIBRARY LOAN (ILL)

If the library does not have the book or periodical you need, you may request that a copy be borrowed from another CSU Library or U.C. Berkeley. Requests take a least two weeks to fill. The Interlibrary Loan Desk is next to the Circulation Desk on the 1st floor. Ask for Information Guides #19 Interlibrary Loan Service for more information.

MICROFILM COLLECTION

The library has three microfilm sets which include newsletters, journals, and periodicals published by the Women's History Research Center as listed below:

PER Herstory, 1971-76 (Microfilm #1317-19). Provides a compilation of articles from 821 newsletters, journals and newspapers published by Women's Rights Groups between 1956 and 1974. There is no subject index to this microfilm set, but a printed guide lists the title of each document. The Center has also published Women and/in Law, 1974- (Microfilm # 1321-27) and Women and Health/Mental Health, 1964/74 (Microfilm # 1320). These sets contain periodical articles, clippings, and pamphlets arranged by topic.

## GOVERNMENT PUBLICATIONS

Printed indexes are used to locate government publications by subject, because the Government Publications Department does not have a subject card catalog. Ask a librarian to recommend an index for your research topic. Printed guides on how to use many of the indexes are available upon request. The following indexes are located in the Government Publications Department on the 4th floor of the Library.

California State Publications, 1947-. Lists legislative and state government publications. Indexes by subject, title, and agency.

Congressional Information Service Index (CIS Index), 1970-. Abstracts the full text of all published hearings, reports, committee prints, and other documents of Congress since 1970. The full text of each document is available on microfiche.

Monthly Catalog of U.S. Government Publications, 1895-. Provides subject access to congressional and departmental documents issued by all branches of the federal government.

UNESCO List of Documents and Publications, 1972. Provides subject access to the documents of the United Nations Educational, Scientific, and Cultural Organization (UNESCO).

## STATISTICS

The following indexes are located in the Government Publications Department on the 4th floor of the Library.

American Statistics Index (ASI), 1974-. Provides subject access to statistical tables published in U.S. government publications. Includes U.S. and foreign statistical data.

Index to International Statistics (IIS), 1983-. Provides subject access to statistical tables published by intergovernmental organizations (e.g. UNESCO, ILO).

Statistical Reference Index (SRI), 1980-. Provides subject access to statistical tables in publications from commercial publishers, non-profit and professional organizations, state governments, and university research centers.

## DISSERTATIONS AND THESES

These indexes are located with the periodical indexes on the first floor of the library.

Dissertation Abstracts International, 1938-present. Author and subject guide to dissertations written in the U.S., Canada and selected countries.

DISSERTATIONS AND THESES, Cont'd

Masters Abstracts International, 1962-. (Formerly Masters Abstracts.) Author and subject guide to master's theses in the U.S., Canada and selected countries.

COMPUTERIZED LITERATURE SEARCHES

Computerized literature searching for journal articles, unpublished reports and government documents is available. Many of the indexes listed above are available online, including: E.R.I.C., P.A.I.S., Sociological Abstracts, and Psychological Abstracts. Ask for Information Guide #12 Online Search Services for more information.

BIOGRAPHICAL INDEXES AND DICTIONARIES

RS Ref HQ 1391 U5 R88 1978 — Center for the American Women and Politics. Women in Public Office: A Biographical Dictionary and Statistical Analysis. Metuchen, N.J.: Scarecrow Press, 1978. Includes biographical information on women in local, state, and federal government.

RS Ref HQ 1412 H47 1984 — Herman, Kali. Women in Particular: An Index to Women. Phoenix, AZ: Oryx Press, 1984. Includes a field and career index, a religious affiliation index, an ethnic and racial index, and a geographical index to biographical information about American women.

RD Ref ML 105 C7 — International Encyclopedia of Women Composers. New York: R.R. Bowker, 1981. Includes a list of women composers by country and within each country, organized chronologically by century.

RD Ref Z 7963 B6 I73 — Ireland, Norma Olin. Index to Women of the World from Ancient to Modern Times: Bibliographies and Portraits. Westwood, MA: Faxon, 1970. Indexes 13,000 women from all fields.

RS Ref HC 102.5 A2 L37 1985. — Leavitt, Judith A. American Women Managers and Administrators: A Selective Biographical Dictionary of Twentieth-Century Leaders in Business, Education, and Government. Westport, CN: Greenwood Press, 1985.

BIOGRAPHICAL INDEXES AND DICTIONARIES, Cont'd

BIB Ref Z 1231 O7 M36
Manning, Beverly. Index to American Women Speakers, 1828-1978. Metuchen, N.J.: Scarecrow Press, 1980. Covers proceedings of conferences, anthologies, documentary histories, government documents and periodicals which focus on women's rights.

RS Ref N 43 P47 1985
Petteys, Chris. Dictionary of Women Artists: An International Dictionary of Women Artists Born Before 1908. Boston. MA: G.K. Hall, 1985.

RS Ref CT 3260 N57
Sicherman, Barbara and Carol Hurd Green, ed. Notable American Women. 4 vols. Cambridge, MA: Belknap Press, 1980. Volumes 1-3 include biographical essays on 442 women who died between 1907 and 1950. Volume 4, The Modern Period, covers women who died between 1951 and 1975.

RS Ref CT 3202 I57 1982
Uglow, Jennifer, ed. The International Dictionary of Women's Biography. New York: Continuum, 1982. Also published as The Macmillian Dictionary of Women's Biography. Covers women primarily from North America, Europe, and the British Commonwealth. Allows subject access.

RS Ref E 176 W647
Who's Who of American Women. Chicago: IL: Marquis Who's Who, annual. Includes brief biographical sketches.

RS Ref HQ 1123 W65
The World Who's Who of Women. Cambridge, England: International Biographical Centre. Biennial. Includes brief biographical sketches.

Check the Card Catalog for other biographies under such subject headings as: "Biography - Dictionaries", "Feminists - United States - Dictionaries", "Women Artists", "Women, Muslim - Biography", etc. For more information on how to search for biographical information ask for Bibliographies and Research Guides #21 Biography.

ALMANACS, ANNUALS, DIRECTORIES, ETC.

RD Ref HQ 1180 B43
Beere, Carole A. Women and Women's Issues: A Handbook of Tests and Measures. San Francisco, CA: Jossey Bass, 1979. Describes instruments for measuring variables related to Women's Studies. A varible index is included. Some of the varibles are: "abortion", "development and maturation", "occupational discrimination", "family leadership", and "sex roles".

ALMANACS, ANNUALS, DIRECTORIES, ETC., Cont'd

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RD Ref HV 1443 W65x — Women Helping Women: A State-by-State Directory of Services. New York: The Alliance, 1981. Provides the names, addresses and phone numbers of women's centers providing counseling and other services.

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WOMEN'S SPECIAL COLLECTIONS

The Women's Center, San Francisco State University, Student Union, Room M116. Provides research files and other library materials related to women's issues. In addition, the Center provides a referral service and training.

Women's Resource Center Library, U.C. Berkeley, Berkeley, CA 94720. Provides a collection of about 2,000 books on feminist topics, 500 books on lesbian history, a current issues file and a special collection of women's movement magazines from the 1970's. In addition, the library nas the Elizabeth Monroe Drew Collection which contains materials on the status of women during the 1950's and 1960's.

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